

AGENDA

AGENDA OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, APRIL 19, 2016, AT 7:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY _____ AT _____.

ROLL CALL

COUNCIL

Councilmember Eugene Conners, Ward I
Councilmember Joan Hansen, Ward II
Councilmember Shirley Doughty, Ward III
Mayor Ronald Oertle
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Douglas Dunn, Ward II
Councilmember Serena Sullivan, Ward I

STAFF

Jestin Johnson, City Manager
Ashlee Coronado, City Clerk
Sharon Buono, Finance Director
Albert Echave, Police Chief
Marc Burneleit, Fire Chief
Andy Haratyk, Interim Public Works Director

CITY ATTORNEY

Britt Hanson

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- New Ambulance
- Teacher of the Year nominees announcement by Councilmember Doughty

CALL TO THE PUBLIC

"During the proper time on the agenda, taxpayers or residents of the city, or their authorized representatives, may address the council on any matter concerning the City's business or any matter over which the council has control (oral presentations shall not be repetitious and shall be confined to 3 minutes maximum duration.)" Ordinance O-91-29.

THE FOLLOWING ITEMS WILL BE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds.

2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Special Session of Mayor and Council held on March 22, 2016 at 5:30PM.

Ashlee Coronado, City Clerk

- B. Approval of a Liquor License Application for the San Jose Chevron Located at 1288 Highway 92, Bisbee, AZ 85603; Max Mini Mart, Applicant.

Ashlee Coronado, City Clerk

OLD BUSINESS

3. Discussion and Possible Approval of Ordinance O-16-01, Authorizing the Sale and Transfer of City Property Located East of 536 C Warren Hill Street.

Britt Hanson, City Attorney

4. Discussion and Possible Approval of Ordinance O-16-02, Authorizing the Sale and Transfer of City Property Located East of 536 C Warren Hill Street.

Britt Hanson, City Attorney

NEW BUSINESS

5. Presentation by Step Up Bisbee/Naco on Clean Up Efforts.

Britt Hanson, City Attorney

6. Presentation on Self Evaluation for ADA Transition.

Andy Haratyk, Interim Public Works Director

Torin Sadow, Public Works Intern

7. Discussion and Possible Approval of a Park, Facility and Right of Way Use Permit to play on Various Saturdays at Grassy Park Effective April 30, 2016.

Andy Haratyk, Interim Public Works Director

8. Discussion and Possible Approval of the Extension of the Park, Facility and Right of Way Use Permit for the Bisbee Farmers Market for the Use of Lower Vista Park Every Saturday between April 16th through May 2, 2016.

Jestin Johnson, City Manager

9. Public Hearing for the 5311 Grant regarding the Bisbee Bus Transit Program to allow the Public to be heard with respect to the Social, Economic and Environmental Aspects of the Project.

Jestin Johnson, City Manager

10. Discussion and Possible Approval of Resolution R-16-01 Supporting the Bisbee Bus Transit Program and the Application for Funds to Operate the Bisbee Transit/Bus System and Authorizing the Mayor to Sign all Applications and Grant Contracts.

Jestin Johnson, City Manager

11. Discussion and Possible Approval of Resolution R-16-02 Supporting the City of Bisbee's Formal Adoption of the City of Bisbee Transportation Amended Title VI Plan.

Jestin Johnson, City Manager

12. Discussion and Possible Approval for the City of Bisbee to Enter into an Agreement with the Bisbee Museum for the Visitor Center Annex.
Jestin Johnson, City Manager
Jen Luria, Visitor Center Manager
13. Discussion and Possible Approval of Resolution R-16-03 Establishing a Confidentiality Policy Regarding Recruitment of City Manager.
Britt Hanson, City Attorney
14. Discussion and Possible Appointment by Mayor and Council of an Interim City Manager.
Per ARS § 38-431.03(a)(1), the City Council may vote to go into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.
Britt Hanson, City Attorney
15. City Manager's Report:
 - Other current events

COUNCIL COMMENTS OR FUTURE AGENDA ITEM SUGGESTIONS: (Council members may suggest topics for future meeting agendas, but Council will not here discuss, deliberate or take any action on these topics.):

- Councilmember Dunn would like to give an update on the City of Bisbee commitment to control weeds, trash, unsightly properties, health and fire hazards and abandoned vehicles.
- Councilmember Sullivan would like to give an update on the Bisbee Homeless Taskforce. She would also like to make a call for Sustainability Commission Members and talk about the upcoming Earth Day Celebration/Planting and Pollinator Demonstrations at the Bisbee Community Garden on Friday, April 22nd from 8:00am-12:00pm.

ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 118 Arizona St., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.

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CITY OF BISBEE
FINANCE DEPARTMENTPayment Approval Report - By GL COB
Report dates: 4/1/2016-4/14/2016Page: 1
Apr 14, 2016 10:39AM

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
416					
GENERAL FUND					
10-2020801 PUBLIC SAFETY RETIRE PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0409161	Retirement Police Pay Period: 4/9/2016	04/13/2016	19,957.95
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0409161	Retirement Fire Pay Period: 4/9/2016	04/13/2016	31,373.95
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0409161	Retirement Fire Pay Period: 4/9/2016	04/13/2016	4,169.59
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0409161	Retirement Police Pay Period: 4/9/2016	04/13/2016	2,469.58
Total 10-2020801 PUBLIC SAFETY RETIRE PAYABLE:					57,971.07
10-2020802 DEFERRED COMPENSATION PAYABLE					
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0409161	Deferred Comp Core Pay Period: 4/9/2016	04/13/2016	665.00
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0409161	Deferred Comp Buy Up Pay Period: 4/9/2016	04/13/2016	1,064.50
Total 10-2020802 DEFERRED COMPENSATION PAYABLE:					1,729.50
10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0409161	PSPRS-Alternate Contribution Pay Period: 4/9/2016	04/13/2016	84.26
Total 10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE:					84.26
10-2020818 UNION DUES PAYABLE					
GENERAL FUND	AZ COPS	PR0409161	Union Dues Pol/Fire Pay Period: 4/9/2016	04/13/2016	150.00
GENERAL FUND	BISBEE FIREFIGHTERS LOCAL	PR0409161	Union Dues-Fire Pay Period: 4/9/2016	04/13/2016	405.00
Total 10-2020818 UNION DUES PAYABLE:					555.00
10-2021005 AFLAC INSURANCE PAYABLE					
GENERAL FUND	AFLAC	16-0404	AFLAC INS	04/04/2016	1,269.80
Total 10-2021005 AFLAC INSURANCE PAYABLE:					1,269.80
10-2021006 PREPAID LEGAL SVCS PAYABLE					
GENERAL FUND	LEGAL SHIELD	16-0411	Pre-Paid Legal Services PPE04/11/16	04/11/2016	185.35
Total 10-2021006 PREPAID LEGAL SVCS PAYABLE:					185.35
10-2021500 ST COMPENSATION FUND PAYABLE					
GENERAL FUND	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP	04/05/2016	22,208.10
Total 10-2021500 ST COMPENSATION FUND PAYABLE:					22,208.10
10-2024000 PAYROLL GARNISHMENTS PAYABLE					
GENERAL FUND	MIDLAND FUNDING, LLC	16-0323	WAGE GARNISHMENT	03/23/2016	5.24
GENERAL FUND	MIDLAND FUNDING, LLC	16-0409	WAGE GARNISHMENT	04/09/2016	61.67
GENERAL FUND	SUPPORT PAYMENT CLEARIN	PR0409161	Support Clearing-Child Support Pay Period: 4/9/2016	04/13/2016	1,707.66
Total 10-2024000 PAYROLL GARNISHMENTS PAYABLE:					1,774.57
10-34-40066 AMBULANCE FEES					
GENERAL FUND	HEALTH NET OF AZ	16-0412	AMBULANCE OVERPAYMENT/REFUND	04/12/2016	295.00
GENERAL FUND	HEALTH NET OF AZ	16-0412	AMBULANCE OVERPAYMENT	04/12/2016	242.82
GENERAL FUND	PROCTOR, LUCY	16-0405C	REIMBURSEMENT FOR AMB SRV	04/05/2016	76.81
GENERAL FUND	PROCTOR, LUCY	16-0405C	REIMBURSEMENT FOR AMB SRV	04/05/2016	58.17
GENERAL FUND	RAMON CORDOVA	16-0405B	AMBULANCE OVERPAYMENT	04/05/2016	1,234.68
GENERAL FUND	THE RAWLINGS CO	16-0405A	REFUND-AMBULANCE PYMT	04/05/2016	748.54

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-34-40066 AMBULANCE FEES:					2,656.02
10-36-11600 OVER/SHORT					
GENERAL FUND	BISBEE POLICE DEPARTMENT	16-0225	OVER/SHORT MONEY	02/25/2016	200.00
Total 10-36-11600 OVER/SHORT:					200.00
FINANCE DEPARTMENT					
10-52-13500 SUBSCRIPTIONS & DUES					
GENERAL FUND	LEXISNEXIS RISK SOLUTIONS	1622061-2016	FEBRUARY CHARGES	02/29/2016	50.00
GENERAL FUND	LEXISNEXIS RISK SOLUTIONS	1622061-2016	MARCH CHARGES	03/31/2016	50.00
Total 10-52-13500 SUBSCRIPTIONS & DUES:					100.00
10-52-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	801893690001	OFFICE SUPPLIES	11/29/2015	8.48
GENERAL FUND	OFFICE DEPOT	802236069001	OFFICE SUPPLIES	11/29/2015	3.02
Total 10-52-41500 OFFICE SUPPLIES:					11.50
10-52-42000 ADMIN SPECIAL SUPPLIES					
GENERAL FUND	COPPER QUEEN PUBLISHING	18881	SEWER & GARBAGE BILLS	03/29/2016	556.41
Total 10-52-42000 ADMIN SPECIAL SUPPLIES:					556.41
10-52-43500 POSTAGE & METER TAPES					
GENERAL FUND	POSTMASTER - BISBEE MAIN O	16-0405	MAIL S&G	04/05/2016	767.30
GENERAL FUND	POSTMASTER - BISBEE MAIN O	16-0405	CREDIT	04/05/2016	176.47-
Total 10-52-43500 POSTAGE & METER TAPES:					590.83
CITY CLERK					
10-53-13400 EDUCATION & TRAINING					
GENERAL FUND	ARIZONA STATE UNIVERISTY	16-0404	CLERKS ACADEMY	04/04/2016	275.00
Total 10-53-13400 EDUCATION & TRAINING:					275.00
COMMUNITY DEVELOPMENT					
10-54-11700 WORKERS COMPENSATION					
GENERAL FUND	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP AS VLNTR	04/05/2016	69.08
Total 10-54-11700 WORKERS COMPENSATION:					69.08
10-54-22550 SEWER & GARBAGE - SHELTER					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/ANIMAL SHELTER	04/05/2016	49.31
Total 10-54-22550 SEWER & GARBAGE - SHELTER:					49.31
10-54-34000 CONTRACT SERVICES					
GENERAL FUND	FLOOD, KATHLEEN BELLE	69	ANIMAL SHELTER ADMINSTRATOR	04/04/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	70	ANIMAL SHELTER ADMINSTRATOR	04/11/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	71	ANIMAL SHELTER ADMINSTRATOR	04/18/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	72	ANIMAL SHELTER ADMINSTRATOR	04/25/2016	250.00
Total 10-54-34000 CONTRACT SERVICES:					1,000.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-54-46542 ANIMAL SHELTER EXPENSES					
GENERAL FUND	OLANDER PEST CONTROL SER	AS-32816	PEST CNTRL SRVCS/ANIMAL SHELTER	03/29/2016	40.00
Total 10-54-46542 ANIMAL SHELTER EXPENSES:					40.00
ADMINISTRATION & GENERAL GOV'T					
10-55-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/CITY HALL	04/05/2016	379.37
Total 10-55-22550 SEWER AND GARBAGE SERV.:					379.37
10-55-31000 PROFESSIONAL FEES					
GENERAL FUND	B.A.S.I.C.	06-57452	HRA MONTHLY ADMIN FEE	04/05/2016	272.00
Total 10-55-31000 PROFESSIONAL FEES:					272.00
10-55-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	84050819	MARCH COPY CHARGES	04/01/2016	477.35
Total 10-55-34000 CONTRACT SERVICES:					477.35
10-55-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	829802261001	STORAGE BOXES	03/22/2016	42.89
GENERAL FUND	OFFICE DEPOT	829802404001	INDEX DIVIDERS	03/22/2016	22.11
Total 10-55-41500 OFFICE SUPPLIES:					65.00
LEGAL SERVICES					
10-57-31100 PROFESSIONAL FEES - LEGAL					
GENERAL FUND	COCHISE COUNTY ATTORNEY	109	IGA-LEGAL FEES	04/01/2016	5,000.00
Total 10-57-31100 PROFESSIONAL FEES - LEGAL:					5,000.00
INFORMATION SYSTEMS					
10-59-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK QCC	13070494068	LONG DISTANCE ALL DEPTS	04/05/2016	179.22
Total 10-59-24000 TELEPHONE & FAX:					179.22
10-59-31000 PROFESSIONAL FEES					
GENERAL FUND	TRACHTMAN, SEAN	16-0406	IT SUPPORT	04/06/2016	175.00
GENERAL FUND	TRACHTMAN, SEAN	16-0413	IT SUPPORT	04/13/2016	625.00
Total 10-59-31000 PROFESSIONAL FEES:					800.00
10-59-55200 NON CAP EQUIP PURCHASES					
GENERAL FUND	ACE HARDWARE	17468	DUCT FLEX	03/16/2016	20.78
GENERAL FUND	ACE HARDWARE	17499	PIPE INSULATION	03/21/2016	19.16
Total 10-59-55200 NON CAP EQUIP PURCHASES:					39.94
POLICE DEPARTMENT					
10-62-11700 WORKERS COMPENSATION					
GENERAL FUND	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP POLICE VLNTR	04/05/2016	532.41
Total 10-62-11700 WORKERS COMPENSATION:					532.41

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-62-12300 UNIFORMS & CLOTHING					
GENERAL FUND	ASR - PIMA UNIFORMS	IVC9113287	UNIFORMS	03/09/2016	122.01
GENERAL FUND	GARDNER, STEVEN	3004	RMBRSMNT - UNIFORM	04/11/2016	273.96
Total 10-62-12300 UNIFORMS & CLOTHING :					395.97
10-62-12500 RECRUITMENT/EMPLOYEE TESTING					
GENERAL FUND	US HEALTHWORKS MEDICAL	0136608-AZ	PRE-EMPLOYMENT EXAMS	03/11/2016	80.00
GENERAL FUND	US HEALTHWORKS MEDICAL	18721	PRE-EMPLOYMENT EXAMS	03/18/2016	466.00
Total 10-62-12500 RECRUITMENT/EMPLOYEE TESTING:					546.00
10-62-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/POLICE	04/05/2016	139.27
Total 10-62-22550 SEWER AND GARBAGE SERV.:					139.27
10-62-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472015946302	GAS-W. HWY 92-POLICE	04/05/2016	78.34
Total 10-62-23000 GAS:					78.34
10-62-34000 CONTRACT SERVICES					
GENERAL FUND	OLANDER PEST CONTROL SER	CP-32816	PEST CONTROL SERVICES/BPD	03/29/2016	40.00
GENERAL FUND	RICOH USA INC	96518476	COPIER RENT & MAINT/BPD	03/18/2016	188.13
GENERAL FUND	RICOH USA, INC	5040918078	COPIER MAINT AGRMNT	03/06/2016	47.25
Total 10-62-34000 CONTRACT SERVICES:					275.38
10-62-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMPLX-DOU	D04130201603	DOC LABOR CREW/BPD	03/24/2016	28.00
GENERAL FUND	AZ STATE PRISON CMPLX-DOU	D04130201603	DOC LABOR CREW/BPD	04/05/2016	28.00
Total 10-62-34100 DOC WORKERS:					56.00
10-62-41500 OFFICE SUPPLIES					
GENERAL FUND	BISBEE POLICE DEPARTMENT	16-0225	SUPPLIES	02/25/2016	5.97
GENERAL FUND	WIST OFFICE PRODUCTS	1446760	OFFICE SUPPLIES	03/16/2016	265.13
GENERAL FUND	WIST OFFICE PRODUCTS	1454314	OFFICE SUPPLIES	04/06/2016	70.80
Total 10-62-41500 OFFICE SUPPLIES:					341.90
10-62-46000 OPERATIONAL EXPENSES					
GENERAL FUND	BISBEE POLICE DEPARTMENT	16-0225	PLAQUE/ALGARA	02/25/2016	35.00
Total 10-62-46000 OPERATIONAL EXPENSES:					35.00
10-62-46623 CITY AUCTION EXPENSES					
GENERAL FUND	ACE HARDWARE	17556	SUPPLIES	03/28/2016	32.81
GENERAL FUND	DELK, JULIE	16-0404	RMBRSMNT-NOTARY FEES	04/04/2016	98.00
Total 10-62-46623 CITY AUCTION EXPENSES:					130.81
10-62-46624 MOVING, TOWING, STORAGE EXP					
GENERAL FUND	BARNETT'S TOWING & OXYGE	15120	TOWING SVC/BPD	03/05/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15121	TOWING SVC/BPD	03/08/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15126	TOWING SVC/BPD	03/15/2016	95.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-62-46624 MOVING, TOWING, STORAGE EXP:					285.00
10-62-46626 ANIMAL CONTROL EXPENSE					
GENERAL FUND	ACE HARDWARE	17578	SUPPLIES	03/30/2016	20.79
Total 10-62-46626 ANIMAL CONTROL EXPENSE:					20.79
10-62-50100 BLDG REPAIR & MAINT					
GENERAL FUND	ACE HARDWARE	17428	SUPPLIES	03/11/2016	40.34
GENERAL FUND	ACE HARDWARE	17429	SUPPLIES	03/11/2016	37.20
GENERAL FUND	ACE HARDWARE	17602	SUPPLIES	04/01/2016	48.18
GENERAL FUND	BISBEE POLICE DEPARTMENT	16-0225	VACUUM FILTER	02/25/2016	9.00
GENERAL FUND	BISBEE POLICE DEPARTMENT	16-0225	VACUUM FILTER	02/25/2016	37.17
Total 10-62-50100 BLDG REPAIR & MAINT:					171.89
10-62-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	WILLCOX AUTO PARTS INC.	103626	AUTO PARTS	03/01/2016	82.29
GENERAL FUND	WILLCOX AUTO PARTS INC.	105976	AUTO PARTS	03/28/2016	154.93
GENERAL FUND	WILLCOX AUTO PARTS INC.	106052	AUTO PARTS	03/29/2016	59.96
GENERAL FUND	WILLCOX AUTO PARTS INC.	107042	AUTO PARTS	04/08/2016	17.89
Total 10-62-61000 VEHICLE PARTS & LABOR:					315.07
FIRE DEPARTMENT					
10-64-11400 A.P.S.P.R.S.					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	16-0409	Fire Ins Premium Tax Cr	04/09/2016	488.79-
Total 10-64-11400 A.P.S.P.R.S.:					488.79-
10-64-12600 VACCINES					
GENERAL FUND	COPPER QUEEN COMM. HOSPI	454252	PHYS EXAM	02/04/2016	128.00
Total 10-64-12600 VACCINES:					128.00
10-64-13400 EDUCATION & TRAINING					
GENERAL FUND	COCHISE COLLEGE	23637	TUITION FEES	03/28/2016	1,710.00
Total 10-64-13400 EDUCATION & TRAINING:					1,710.00
10-64-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/FIRE STATION #2	04/05/2016	103.10
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/FIRE STATION	04/05/2016	103.10
Total 10-64-22550 SEWER AND GARBAGE SERV.:					206.20
10-64-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472017056702	GAS-HWY 92 FIRE	04/05/2016	130.65
Total 10-64-23000 GAS:					130.65
10-64-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	84050825	BASE CHARGE/FD	04/01/2016	212.56
Total 10-64-34000 CONTRACT SERVICES:					212.56

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-64-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ACE HARDWARE	17471	SUPPLIES	03/16/2016	27.70
GENERAL FUND	ACE HARDWARE	17477	FLEX TAPE, LETTERS	03/17/2016	16.81
GENERAL FUND	ACE HARDWARE	17524	SUPPLIES	03/23/2016	30.68
GENERAL FUND	ACE HARDWARE	17527	CREDIT	03/23/2016	1.10-
GENERAL FUND	ACE HARDWARE	17533	BATTERY	03/24/2016	28.47
GENERAL FUND	ACE HARDWARE	17547	SUPPLIES	03/25/2016	32.72
GENERAL FUND	ACE HARDWARE	17557	PAINT BRUSH	03/28/2016	16.20
GENERAL FUND	ACE HARDWARE	17616	ROD THREAD, PIPE INSULATION	04/04/2016	223.77
GENERAL FUND	B&D LUMBER & HARDWARE	142973	EPOXY GEL	03/08/2016	12.45
Total 10-64-46000 OPERATIONAL EXPENSES:					387.70
10-64-46641 MEDICAL SUPPLIES					
GENERAL FUND	BARNETT'S TOWING & OXYGE	1605	OXYGEN & TANK RENTAL	03/31/2016	299.31
GENERAL FUND	BOUND TREE MEDICAL, LLC	82082053	MEDICAL SUPPLIES/BFD	03/09/2016	686.71
GENERAL FUND	BOUND TREE MEDICAL, LLC	82083579	MEDICAL SUPPLIES/BFD	03/10/2016	155.63
GENERAL FUND	BOUND TREE MEDICAL, LLC	82083580	MEDICAL SUPPLIES/BFD	03/10/2016	155.63
GENERAL FUND	BOUND TREE MEDICAL, LLC	82098236	MEDICAL SUPPLIES/BFD	03/24/2016	1,105.08
Total 10-64-46641 MEDICAL SUPPLIES:					2,402.36
10-64-50100 BLDG REPAIR & MAINT					
GENERAL FUND	APPLIED RITE DOORS & DOCK	31267	REPAIR OVERHEAD DOORS	03/09/2016	560.00
Total 10-64-50100 BLDG REPAIR & MAINT:					560.00
10-64-55000 EQUIPMENT REPAIR & MAINT					
GENERAL FUND	L. N. CURTIS & SONS	5042368-00	RED H-BACK SUSP	03/07/2016	143.87
Total 10-64-55000 EQUIPMENT REPAIR & MAINT:					143.87
10-64-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	MED-TECH RESOURCES INC.	57021	LIGHT STICK, MTR GEAR BAG	03/11/2016	111.47
GENERAL FUND	W R RYAN - FIRESTONE	T04998	TIRE REPLACEMENT/MEDIC 81	03/09/2016	1,025.76
GENERAL FUND	W R RYAN - FIRESTONE	T05208	TIRE REPLACEMENT	03/30/2016	617.70
GENERAL FUND	WILLCOX AUTO PARTS INC.	103705	AUTO PARTS	03/01/2016	28.40
GENERAL FUND	WILLCOX AUTO PARTS INC.	103780	POWER CAR WASH	03/02/2016	7.99
GENERAL FUND	WILLCOX AUTO PARTS INC.	103872	AIR FILTER, OIL FILTER	03/03/2016	36.76
GENERAL FUND	WILLCOX AUTO PARTS INC.	103984	AIR FILTER, OIL FILTER	03/04/2016	88.57
GENERAL FUND	WILLCOX AUTO PARTS INC.	104352	VALVE	03/09/2016	34.41
GENERAL FUND	WILLCOX AUTO PARTS INC.	104586	BRAKE CLEANER, BUSH KIT	03/11/2016	57.28
GENERAL FUND	WILLCOX AUTO PARTS INC.	104598	ABS RELAY, BULB, POWER CAR WASH	03/11/2016	47.95
GENERAL FUND	WILLCOX AUTO PARTS INC.	104604	BULB	03/11/2016	62.11
GENERAL FUND	WILLCOX AUTO PARTS INC.	104605	RELAY CREDIT	03/11/2016	15.63-
GENERAL FUND	WILLCOX AUTO PARTS INC.	105971	AIR FILTER, OIL FILTER	03/28/2016	53.19
GENERAL FUND	WILLCOX AUTO PARTS INC.	106063	FREON	03/29/2016	53.19
GENERAL FUND	WILLCOX AUTO PARTS INC.	106093	CLUTCH PRESSURE, ORIFICE TUBE	03/29/2016	20.45
Total 10-64-61000 VEHICLE PARTS & LABOR:					2,229.60
CITY MAGISTRATE					
10-68-31000 PROFESSIONAL FEES					
GENERAL FUND	AMBROSE, ADAM	33	CONTRACT SERVICES	04/01/2016	500.00
GENERAL FUND	AMBROSE, ADAM	34	CONTRACT SERVICES	04/15/2016	500.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-68-31000 PROFESSIONAL FEES:					1,000.00
10-68-34000 CONTRACT SERVICES					
GENERAL FUND	COCHISE COUNTY TREASURE	2015/16-Q3	CONSOLIDATED COURT 1ST QTR	03/11/2016	8,686.75
Total 10-68-34000 CONTRACT SERVICES:					8,686.75
CEMETERY					
10-70-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/CEMETARY	04/05/2016	49.31
Total 10-70-22550 SEWER AND GARBAGE SERV.:					49.31
BUILDING & MAINTENANCE					
10-74-34000 CONTRACT SERVICES					
GENERAL FUND	CENTRAL ALARM INC.	852636	BURGLAR & FIRE ALARM MONITORING	04/01/2016	147.00
GENERAL FUND	CULLIGAN OF TUCSON	112X28916906	DRINKING WATER	03/31/2016	5.68
Total 10-74-34000 CONTRACT SERVICES:					152.68
10-74-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04137201603	DOC LABOR CREW/BM	04/05/2016	72.00
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D08110201603	DOC LABOR CREW/PW	04/05/2016	152.00
Total 10-74-34100 DOC WORKERS:					224.00
10-74-46000 OPERATIONAL EXPENSES					
GENERAL FUND	B&D LUMBER & HARDWARE	143229	CORD	03/22/2016	2.41
Total 10-74-46000 OPERATIONAL EXPENSES:					2.41
10-74-50100 BLDG REPAIR & MAINT					
GENERAL FUND	CENTRAL ALARM INC.	850199	COMBO CHANGE REMOTE	03/24/2016	20.00
Total 10-74-50100 BLDG REPAIR & MAINT:					20.00
PUBLIC WORKS ADMINISTRATION					
10-75-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/PUBLIC WORKS	04/05/2016	82.79
Total 10-75-22550 SEWER AND GARBAGE SERV.:					82.79
GARAGE					
10-77-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/GARAGE	04/05/2016	85.48
Total 10-77-22550 SEWER AND GARBAGE SERV.:					85.48
10-77-34000 CONTRACT SERVICES					
GENERAL FUND	BARNETT'S TOWING & OXYGE	1606	TANK RENTAL/ GARAGE	03/31/2016	37.70
GENERAL FUND	CULLIGAN OF TUCSON	112X28896900	DRINKING WATER	03/31/2016	316.47
GENERAL FUND	OLANDER PEST CONTROL SER	CG-32816	PEST CNTRL SRVCS /GARAGE	03/29/2016	50.00
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210801649	UNIFORMS/GARAGE	02/11/2016	24.10
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210818609	UNIFORMS/GARAGE	03/24/2016	24.10
GENERAL FUND	UNIFIRST CORPORATION	3100774990	UNIFORMS/GAR	03/16/2016	10.56
GENERAL FUND	UNIFIRST CORPORATION	3100775998	UNIFORMS/GAR	03/23/2016	10.56

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND	UNIFIRST CORPORATION	3100777015	UNIFORMS/GAR	03/30/2016	10.56
GENERAL FUND	UNIFIRST CORPORATION	3100778030	UNIFORMS/GAR	04/06/2016	10.56
Total 10-77-34000 CONTRACT SERVICES:					494.61
10-77-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04134201603	DOC LABOR CREW/GAR	04/05/2016	32.00
Total 10-77-34100 DOC WORKERS:					32.00
10-77-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	WILLCOX AUTO PARTS INC.	105487	SYNTH ATF	03/22/2016	234.08
Total 10-77-61000 VEHICLE PARTS & LABOR:					234.08
10-77-62007 OTHER FLUIDS & LUBRICANTS					
GENERAL FUND	SENERGY PETROLEUM	272462	FLEET SUPREME	04/01/2016	1,186.03
Total 10-77-62007 OTHER FLUIDS & LUBRICANTS:					1,186.03
BUILDING INSPECTOR					
10-79-12300 UNIFORMS & CLOTHING					
GENERAL FUND	PRINT & STITCH	3364	BUILDING INSPECTOR SHIRTS	04/11/2016	90.00
Total 10-79-12300 UNIFORMS & CLOTHING :					90.00
10-79-42040 ADVERTISING					
GENERAL FUND	BISBEE OBSERVER	18146	PUBLIC NOTICE/P & Z	03/24/2016	10.96
Total 10-79-42040 ADVERTISING:					10.96
10-79-46000 OPERATIONAL EXPENSES					
GENERAL FUND	B&D LUMBER & HARDWARE	143588	RED LUMBER CRAYON	04/06/2016	2.30
Total 10-79-46000 OPERATIONAL EXPENSES:					2.30
PARKS					
10-80-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	230930288-03-	ELEC-BREWERY GULCH C PARK	04/05/2016	22.61
Total 10-80-21000 ELECTRIC:					22.61
10-80-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/MAIN STREET PARK	04/05/2016	65.19
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/VISTA PARK	04/05/2016	49.31
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/GARFIELD PARK	04/05/2016	17.59
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/POOL	04/05/2016	65.19
Total 10-80-22550 SEWER AND GARBAGE SERV.:					197.28
10-80-34000 CONTRACT SERVICES					
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210793200	UNIFORMS STREETS	01/21/2016	18.49
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210818604	UNIFORMS/PARKS	03/24/2016	27.03
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210818610	UNIFORMS STREETS	03/24/2016	28.22
GENERAL FUND	UNIFIRST CORPORATION	3100774990	UNIFORMS/PARKS	03/16/2016	5.28
GENERAL FUND	UNIFIRST CORPORATION	3100775998	UNIFORMS/PARKS	03/23/2016	5.28
GENERAL FUND	UNIFIRST CORPORATION	3100777015	UNIFORMS/PARKS	03/30/2016	5.28

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND	UNIFIRST CORPORATION	3100778030	UNIFORMS/PARKS	04/06/2016	5.28
Total 10-80-34000 CONTRACT SERVICES:					94.86
10-80-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLX-DOU	D04135201603	DOC LABOR CREW/PKS	04/05/2016	144.00
GENERAL FUND	AZ STATE PRISON CMLX-DOU	D08111201603	DOC LABOR CREW/PKS	04/05/2016	153.00
Total 10-80-34100 DOC WORKERS:					297.00
10-80-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ACE HARDWARE	17607	DRIPPER FLAG, SPRINKLER POP-UP	04/04/2016	26.55
GENERAL FUND	ACE HARDWARE	17634	CAP FPT, NIPPLE, THREAD SEAL	04/06/2016	6.30
GENERAL FUND	B&D LUMBER & HARDWARE	143265	GAS GAN, ENGINE OIL	03/23/2016	30.56
GENERAL FUND	B&D LUMBER & HARDWARE	143297	AMMONIUM PHOSPHATE	03/24/2016	15.26
GENERAL FUND	B&D LUMBER & HARDWARE	143395	COMM LINE	03/29/2016	60.59
GENERAL FUND	B&D LUMBER & HARDWARE	143466	BRASS PLUG, PASTE, GALV BUSHING	04/01/2016	27.53
GENERAL FUND	B&D LUMBER & HARDWARE	143493	COUPLING, PLUG GOOF, COUPLING COMP	04/04/2016	7.43
GENERAL FUND	B&D LUMBER & HARDWARE	143500	MIP ADAPTER	04/04/2016	2.80
GENERAL FUND	B&D LUMBER & HARDWARE	143540	BULB, TEST PLUG	04/05/2016	18.86
GENERAL FUND	B&D LUMBER & HARDWARE	143545	TEST PLUG	04/05/2016	1.09
GENERAL FUND	B&D LUMBER & HARDWARE	143568	TRIMMER LOOP	04/06/2016	312.72
GENERAL FUND	B&D LUMBER & HARDWARE	A94038	STAPLE, HILLMAN SPEC ITEM	04/05/2016	20.84
Total 10-80-46000 OPERATIONAL EXPENSES:					530.53
10-80-55100 REPAIR & MAINT - OTHER					
GENERAL FUND	B&D LUMBER & HARDWARE	143396	THROTTLE CABLE START/REPAIR	03/29/2016	34.19
GENERAL FUND	B&D LUMBER & HARDWARE	143397	SHAFT/BASE REPAIR	03/29/2016	41.82
GENERAL FUND	B&D LUMBER & HARDWARE	143398	TRIGGER REPAIR	03/29/2016	46.01
Total 10-80-55100 REPAIR & MAINT - OTHER:					122.02
SWIMMING POOL					
10-81-46000 OPERATIONAL EXPENSES					
GENERAL FUND	BESTWAY ELECTRICAL MOTO	41603079	PUMP MOTOR	03/25/2016	1,408.95
Total 10-81-46000 OPERATIONAL EXPENSES:					1,408.95
LIBRARY					
10-83-11700 WORKERS COMPENSATION					
GENERAL FUND	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP LIBRARY VLNTR	04/05/2016	59.21
Total 10-83-11700 WORKERS COMPENSATION:					59.21
10-83-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/LIBRARY	04/05/2016	103.10
Total 10-83-22550 SEWER AND GARBAGE SERV.:					103.10
10-83-31000 PROFESSIONAL FEES					
GENERAL FUND	TRACHTMAN, SEAN	16-0406	IT SUPPORT/LIBRARY	04/06/2016	475.00
GENERAL FUND	TRACHTMAN, SEAN	16-0413	IT SUPPORT/LIBRARY	04/13/2016	200.00
Total 10-83-31000 PROFESSIONAL FEES:					675.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-83-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	84050826	BASE CHARGE/ LIBRARY	04/01/2016	52.55
Total 10-83-34000 CONTRACT SERVICES:					52.55
10-83-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04111201603	DOC LABOR CREW/LIB	04/05/2016	32.00
Total 10-83-34100 DOC WORKERS:					32.00
10-83-43500 POSTAGE					
GENERAL FUND	PITNEY BOWES INC	528172	POSTAGE METER RENTAL/LIB	03/16/2016	62.43
Total 10-83-43500 POSTAGE:					62.43
10-83-46834 PERIODICALS					
GENERAL FUND	WALL STREET JOURNAL	16-0404	PERIODICAL/LIB	04/04/2016	228.12
Total 10-83-46834 PERIODICALS:					228.12
SENIOR CITIZENS CENTER					
10-85-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/SENIOR CENTER	04/05/2016	65.19
Total 10-85-22550 SEWER AND GARBAGE SERV.:					65.19
10-85-34000 CONTRACT SERVICES					
GENERAL FUND	OLANDER PEST CONTROL SER	SC-32816	PEST CNTRL SRVCS/SENIOR CTR	03/29/2016	50.00
GENERAL FUND	OLANDER PEST CONTROL SER	SO-32816	PEST CNTRL SRVCS/SEAGO	03/29/2016	35.00
Total 10-85-34000 CONTRACT SERVICES:					85.00
10-85-34085 COORDINATOR CONTRIBUTIONS					
GENERAL FUND	BISBEE SENIOR ASSOCIATION	47	MONTHLY CONTRIBUTION	04/01/2016	616.63
Total 10-85-34085 COORDINATOR CONTRIBUTIONS:					616.63
10-85-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D04131201603	DOC LABOR CREW/SC	04/05/2016	64.00
Total 10-85-34100 DOC WORKERS:					64.00
10-85-50100 BLDG REPAIR & MAINT					
GENERAL FUND	GRAINGER	9051593268	EAR PLUGS	03/11/2016	23.11
GENERAL FUND	GRAINGER	9057161607	POSTER - OSHA REQUIREMENTS	03/17/2015	48.28
GENERAL FUND	GRAINGER	9057161615	HAZ MATERIAL POSTER	03/17/2016	47.31
GENERAL FUND	OFFICE DEPOT	829051623001	POSTERS-OSHA COMPLIANCE	03/18/2016	117.27
Total 10-85-50100 BLDG REPAIR & MAINT:					235.97
PUBLIC SAFETY - FIRE GRANTS					
GRANT EXP - PS - FIRE					
17-40-22501 FEMA (FIRE TRUCK)					
PUBLIC SAFETY - FIRE GRANTS	EMERGENCY VEHICLE GROUP,	4527	AMBULANCE	03/09/2016	141,366.00
Total 17-40-22501 FEMA (FIRE TRUCK):					141,366.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
17-40-22503 OTHER GRANTS					
PUBLIC SAFETY - FIRE GRANTS	PHYSIO-CONTROL	31452	CARIDIAC MONITOR	03/09/2016	35,013.45
Total 17-40-22503 OTHER GRANTS:					35,013.45
TRANSIENT ROOM TAX FUND EXPENDITURES					
20-40-11700 WORKERS COMPENSATION					
TRANSIENT ROOM TAX	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP VS VLNTR	04/05/2016	29.60
Total 20-40-11700 WORKERS COMPENSATION:					29.60
20-40-13100 BUSINESS TRAVEL					
TRANSIENT ROOM TAX	LURIA, JENNIFER	16-0406	REIMBURSEMENT/MILEAGE	04/06/2016	222.48
Total 20-40-13100 BUSINESS TRAVEL:					222.48
20-40-13400 EDUCATION & TRAINING					
TRANSIENT ROOM TAX	CAFE ROKA	16-0411	HOSTED DINNER/ TRAVEL WRITERS	04/13/2016	200.00
TRANSIENT ROOM TAX	LURIA, JENNIFER	16-0408	REIMBURSEMENT/DINNER-TRAVEL WRITER	04/08/2016	71.80
Total 20-40-13400 EDUCATION & TRAINING:					271.80
20-40-41500 OFFICE SUPPLIES					
TRANSIENT ROOM TAX	OFFICE DEPOT	834942453001	OFFICE SUPPLIES	04/11/2016	135.29
TRANSIENT ROOM TAX	XEROX CORPORATION	64050824	BASE CHARGE/VC	04/01/2016	54.04
Total 20-40-41500 OFFICE SUPPLIES:					189.33
20-40-42040 ADVERTISING					
TRANSIENT ROOM TAX	COCHISE COUNTY TREASURE	16-0317	CCTC TOURISM COB SHARE/Q3	03/17/2016	2,689.75
TRANSIENT ROOM TAX	MADDEN MEDIA	201601536	VALLEY GUIDE SPRING ISSUE	03/25/2016	475.17
TRANSIENT ROOM TAX	SIERRA VISTA HERALD	3032	DIRECTORY FRONT FULL PAGE	03/31/2016	871.25
TRANSIENT ROOM TAX	THE LOCAL PAGES	95245	BACK COVER AD	04/06/2016	1,205.00
Total 20-40-42040 ADVERTISING:					5,241.17
STREETS FUND EXPENDITURES					
21-40-21000 ELECTRIC					
STREETS	AZ PUBLIC SERVICE (2 of 3)	564251281-04-	Electric Service-AZ STREET LIGHTS	04/05/2016	4,950.54
Total 21-40-21000 ELECTRIC:					4,950.54
21-40-34000 CONTRACT SERVICES					
STREETS	AZ DEPT OF TRANSPORTATIO	B0154	BRIDGE INSPECTION	03/24/2003	1,329.00
STREETS	AZ DEPT OF TRANSPORTATIO	B0519	BRIDGE INSPECTION	05/11/2005	3,037.17
STREETS	AZ DEPT OF TRANSPORTATIO	B0813	BRIDGE INSPECTION	05/21/2007	2,485.17
STREETS	AZ DEPT OF TRANSPORTATIO	B21301	BRIDGE INSPECTION	02/23/2011	900.88
STREETS	AZ DEPT OF TRANSPORTATIO	B21505	BRIDGE INSPECTION	05/01/2013	1,713.95
STREETS	UNIFIRST CORPORATION	3100774990	UNIFORMS/STR	03/16/2016	15.84
STREETS	UNIFIRST CORPORATION	3100775998	UNIFORMS/STR	03/23/2016	15.84
STREETS	UNIFIRST CORPORATION	3100777015	UNIFORMS/STR	03/30/2016	15.84
STREETS	UNIFIRST CORPORATION	3100778030	UNIFORMS/STR	04/06/2016	15.84
Total 21-40-34000 CONTRACT SERVICES:					9,529.53

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
21-40-34100 DOC WORKERS					
STREETS	AZ STATE PRISON CMLX-DOU	D04136201603	DOC LABOR CREW/STR	04/05/2016	101.00
Total 21-40-34100 DOC WORKERS:					101.00
21-40-46000 OPERATIONAL EXPENSES					
STREETS	ACE HARDWARE	17569	FASTENERS	03/29/2016	28.02
STREETS	ACE HARDWARE	17582	ELBOW	03/30/2016	4.69
STREETS	B&D LUMBER & HARDWARE	143137	RATCHET	03/16/2016	24.15
STREETS	B&D LUMBER & HARDWARE	143230	IMPACT CHUCK	03/22/2016	38.65
STREETS	B&D LUMBER & HARDWARE	143241	HILLMAN SPEC ITEMS	03/22/2016	4.67
STREETS	B&D LUMBER & HARDWARE	143245	SAND BAGS	03/22/2016	23.02
STREETS	B&D LUMBER & HARDWARE	143256	HILLMAN SPEC ITEMS	03/23/2016	4.06
STREETS	B&D LUMBER & HARDWARE	143261	HAMMER BIT	03/23/2016	12.55
STREETS	B&D LUMBER & HARDWARE	143280	PREMIX CONCRETE	03/23/2016	131.82
STREETS	B&D LUMBER & HARDWARE	143508	PLIERS, REEL SET	04/04/2016	23.66
STREETS	B&D LUMBER & HARDWARE	143518	SWVL CNCT	04/04/2016	3.86
STREETS	B&D LUMBER & HARDWARE	143521	PAINT	04/05/2016	3.84
STREETS	B&D LUMBER & HARDWARE	143522	CONNECTOR	04/05/2016	3.86
STREETS	B&D LUMBER & HARDWARE	143547	PREMIX CONCRETE	04/05/2016	8.06
Total 21-40-46000 OPERATIONAL EXPENSES:					314.91
21-40-46210 STREET REPAIR MAT - SALES TAX					
STREETS	KE & G DEVELOPMENT	148	ASPHALT	03/25/2016	43,028.97
STREETS	KE & G DEVELOPMENT	149	ASPHALT	03/25/2016	4,053.17
STREETS	KE & G DEVELOPMENT	150	ASPHALT	03/25/2016	49,976.15
STREETS	KE & G DEVELOPMENT	152	ASPHALT	03/25/2016	45,612.66
Total 21-40-46210 STREET REPAIR MAT - SALES TAX:					142,670.95
21-40-46211 STREET REPAIR MATERIAL					
STREETS	EADS CONSTRUCTION	5649	MORTAR SAND	04/01/2016	95.49
Total 21-40-46211 STREET REPAIR MATERIAL:					95.49
21-40-46213 CONTRACT ST REPAIR - SALES TAX					
STREETS	MATTHEW MCCLELLANS	16-0413	STONE MASONRY	04/13/2016	1,539.00
Total 21-40-46213 CONTRACT ST REPAIR - SALES TAX:					1,539.00
21-40-61000 VEHICLE PARTS & LABOR					
STREETS	TITAN MACHINERY	7397660	BACKHOE/SENSOR	02/29/2016	72.23
STREETS	WILLCOX AUTO PARTS INC.	1056720	FITTINGS, HOSE CLAMP	03/24/2016	3.33
Total 21-40-61000 VEHICLE PARTS & LABOR:					75.56
21-40-62003 GASOLINE					
STREETS	SENERGY PETROLEUM	269333	STREETS FUEL/UNLEADED	04/04/2016	2,899.76
Total 21-40-62003 GASOLINE:					2,899.76
21-40-62004 DIESEL					
STREETS	SENERGY PETROLEUM	269333	STREETS FUEL/DIESEL	04/04/2016	2,576.15
Total 21-40-62004 DIESEL:					2,576.15

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
21-40-99099 TRANSFERS TO CAPITAL PROJECTS STREETS	EAGLE ASPHALT, LLC	16-0317	SONIC GRADE HEADS	03/17/2016	6,000.00
Total 21-40-99099 TRANSFERS TO CAPITAL PROJECTS:					6,000.00
MISC. DONATIONS					
FUND EXPENDITURES					
48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFARE					
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/COCO	04/01/2016	369.18
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/BILLY	04/01/2016	39.00
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/STRAY	04/01/2016	115.48
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/HARLEY	04/01/2016	115.00
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/CHEVY	04/01/2016	46.50
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/POLLY	04/01/2016	46.50
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/LEO	04/01/2016	307.41
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22872	VETERINARY SERVICES/TAX	04/01/2016	3.12
MISC. DONATIONS	GEIGER MOBILE VETERINARY	16-0408	VETERINARY SERVICES/CHIP	04/08/2016	120.00
MISC. DONATIONS	GEIGER MOBILE VETERINARY	16-0408	VETERINARY SERVICES/FATHEAD	04/08/2016	140.00
MISC. DONATIONS	GEIGER MOBILE VETERINARY	16-0408	VETERINARY SERVICES/CHAMP	04/08/2016	155.00
Total 48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFARE:					1,457.19
AIRPORT FUND					
FUND EXPENDITURES					
50-40-21000 ELECTRIC					
AIRPORT FUND	AZ PUBLIC SERVICE (2 of 3)	468101283-04-	ELEC-AIRPORT	04/05/2016	291.22
Total 50-40-21000 ELECTRIC:					291.22
50-40-22550 SEWER AND GARBAGE SERV.					
AIRPORT FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/AIRPORT	04/05/2016	19.34
Total 50-40-22550 SEWER AND GARBAGE SERV.:					19.34
50-40-23000 GAS					
AIRPORT FUND	SOUTHWEST GAS CORPORATI	472016093602	GAS-AIRPORT RD	04/05/2016	90.03
Total 50-40-23000 GAS:					90.03
50-40-46000 OPERATIONAL EXPENSES					
AIRPORT FUND	COMPLETE AVIATION FUEL SY	1877	FACET	04/05/2016	113.68
Total 50-40-46000 OPERATIONAL EXPENSES:					113.68
SEWER FUND					
FUND EXPENDITURES					
54-40-13500 SUBSCRIPTIONS & DUES					
SEWER FUND	RURAL WATER ASSOCIATION	4344	MEMBERSHIP DUES	01/01/2016	400.00
Total 54-40-13500 SUBSCRIPTIONS & DUES:					400.00
54-40-21000 ELECTRIC					
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	625035286-04-	ELEC-940 W. PURDY LN.	04/05/2016	2,127.93
Total 54-40-21000 ELECTRIC:					2,127.93

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
54-40-31000 PROFESSIONAL FEES					
SEWER FUND	TRACHTMAN, SEAN	16-0406	SENSAPHONE	04/06/2016	150.00
SEWER FUND	TRACHTMAN, SEAN	16-0413	IT SUPPORT/WW	04/13/2016	175.00
Total 54-40-31000 PROFESSIONAL FEES:					325.00
54-40-34000 CONTRACT SERVICES					
SEWER FUND	CULLIGAN OF TUCSON	112X28897007	DRINKING WATER	03/31/2016	267.55
SEWER FUND	LAL ENTERPRISES, INC	3487	PORTA POTS	03/31/2016	126.00
SEWER FUND	OLANDER PEST CONTROL SER	TP-32816	PEST CNTRL SRVCS/WW	03/29/2016	60.00
SEWER FUND	PRUDENTIAL OVERALL SUPPL	210818605	UNIFORMS/WW	03/24/2016	89.37
SEWER FUND	PRUDENTIAL OVERALL SUPPL	211013287	UNIFORMS/WW	12/09/2015	10.47
SEWER FUND	UNIFIRST CORPORATION	3100774990	UNIFORMS/SAN	03/16/2016	42.55
SEWER FUND	UNIFIRST CORPORATION	3100774991	UNIFORMS/WW	03/16/2016	11.42
SEWER FUND	UNIFIRST CORPORATION	3100775998	UNIFORMS/SAN	03/23/2016	42.55
SEWER FUND	UNIFIRST CORPORATION	3100775999	UNIFORMS/WW	03/23/2016	11.42
SEWER FUND	UNIFIRST CORPORATION	3100777015	UNIFORMS/SAN	03/30/2016	42.55
SEWER FUND	UNIFIRST CORPORATION	3100777016	UNIFORMS/WW	03/30/2016	11.42
SEWER FUND	UNIFIRST CORPORATION	3100777017	UNIFORMS/WW	03/30/2016	45.87
SEWER FUND	UNIFIRST CORPORATION	3100778030	UNIFORMS/SAN	04/06/2016	42.55
SEWER FUND	UNIFIRST CORPORATION	3100778031	UNIFORMS/WW	04/06/2016	11.42
Total 54-40-34000 CONTRACT SERVICES:					794.20
54-40-34100 DOC WORKERS					
SEWER FUND	AZ STATE PRISON CMLPX-DOU	D04139201603	DOC LABOR CREW/WW	04/05/2016	52.50
Total 54-40-34100 DOC WORKERS:					52.50
54-40-41500 OFFICE SUPPLIES					
SEWER FUND	OFFICE DEPOT	828815820001	NOTEBOOK CASEBOUND	03/10/2016	5.39
SEWER FUND	OFFICE DEPOT	828815906001	CLIPBOARD, ALUM W/STORAGE	03/10/2016	22.45
Total 54-40-41500 OFFICE SUPPLIES:					27.84
54-40-45100 DISPOSABLE EQUIP & TOOLS					
SEWER FUND	ACE HARDWARE	17463	GARDEN HOSE, BULB, BUCKET	03/16/2016	121.61
SEWER FUND	ACE HARDWARE	17493	EXT. CORD	03/21/2016	93.13
SEWER FUND	ACE HARDWARE	17537	RAKE, CABLE BOOSTERS	03/24/2016	60.26
SEWER FUND	ACE HARDWARE	17555	FABRIC WEEDBLOCK, SAW FOLDING	03/28/2016	49.30
SEWER FUND	ACE HARDWARE	17574	LUMBER	03/29/2016	52.45
SEWER FUND	ACE HARDWARE	17674	TOOLS	04/11/2016	179.38
Total 54-40-45100 DISPOSABLE EQUIP & TOOLS:					556.13
54-40-45200 SAFETY EQUIP & SUPPLIES					
SEWER FUND	CONNEY SAFETY PRODUCTS	5116523	CVRL ULTRA HDBT WRIST ANKLE	03/21/2016	99.05
Total 54-40-45200 SAFETY EQUIP & SUPPLIES:					99.05
54-40-46000 OPERATIONAL EXPENSES					
SEWER FUND	ACE HARDWARE	17467	WIRE, CLIP	03/16/2016	23.08
SEWER FUND	ACE HARDWARE	17521	SHOCK TREATMENTS	03/23/2016	53.61
SEWER FUND	ACE HARDWARE	17554	ANTISIPHON, FILTER	03/26/2016	25.19
SEWER FUND	ACE HARDWARE	17620	SUPPLIES	04/05/2016	16.43
SEWER FUND	ACE HARDWARE	17621	BIT DRILL, FILLER GLUE, FASTENERS	04/05/2016	134.98
SEWER FUND	ACE HARDWARE	17669	PUTTY KNIFE	04/11/2016	16.97

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
SEWER FUND	B&D LUMBER & HARDWARE	143234	ABS CLEANOUT, ABS ADAPTER	03/22/2016	16.05
SEWER FUND	B&D LUMBER & HARDWARE	143257	ABS PIPE, PLUG, FEMALE ADAPTER, TEE	03/23/2016	75.85
SEWER FUND	B&D LUMBER & HARDWARE	143514	HILLMAN SPEC ITEMS	04/04/2016	14.25
SEWER FUND	B&D LUMBER & HARDWARE	143524	ENGINE OIL, BLADE CONCRETE	04/05/2016	139.93
SEWER FUND	B&D LUMBER & HARDWARE	143529	CONTRACTOR HOSE	04/05/2016	62.81
SEWER FUND	JOHN WILEY & SONS, INC.	7290405	TROUBLESHOOTING/BATCH RECTOR	02/25/2016	54.32
Total 54-40-46000 OPERATIONAL EXPENSES:					633.47
54-40-46541 CHEMICALS					
SEWER FUND	POLYDYNE INC	1033098	CHEMICALS	03/10/2016	540.00
Total 54-40-46541 CHEMICALS:					540.00
54-40-46542 LAB SUPPLIES & TESTING					
SEWER FUND	CONNEY SAFETY PRODUCTS	5115938	GLV VNYL	03/18/2016	49.32
SEWER FUND	CONNEY SAFETY PRODUCTS	5116528	GLV SHW NDX NRL	03/21/2016	100.45
SEWER FUND	IDEXX LABORATORIES, INC.	3000709637	PRE DISP CONPARATOR	03/24/2016	28.49
SEWER FUND	LEGEND TECHNICAL SERVICE	1604319	CHEMICALS	03/28/2016	197.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1604464	CHEMICALS	03/31/2016	240.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1604471	CHEMICALS	03/31/2016	152.00
Total 54-40-46542 LAB SUPPLIES & TESTING:					767.26
54-40-46543 MANHOLE, PIPE & FITTINGS					
SEWER FUND	FERGUSON WATERWORKS #3	266864	DI COUP W/SS BLT	03/24/2016	954.06
Total 54-40-46543 MANHOLE, PIPE & FITTINGS:					954.06
54-40-55000 EQUIPMENT REPAIR & MAINT					
SEWER FUND	ACE HARDWARE	17474	TUBE VINYL, ADAPTER	03/17/2016	21.58
SEWER FUND	ACE HARDWARE	17508	ABS PIPE	03/22/2016	10.95
SEWER FUND	AQUA AEROBIC SYSTEMS, INC	1006278	DIFF HOSE CLAMP, DIFFUSER	03/21/2016	42.09
SEWER FUND	B&D LUMBER & HARDWARE	143399	WEED EATER REPAIR	03/29/2016	30.00
SEWER FUND	GRAINGER	9064100333	ADAPTER, MALE COUPLER	03/24/2016	82.18
SEWER FUND	JIM'S ELECTRIC INC.	9769	TRACE CONTROL WIRE	03/25/2016	475.00
SEWER FUND	JIM'S ELECTRIC INC.	9770	INSTALL MOTOR STARTER	03/25/2016	680.97
Total 54-40-55000 EQUIPMENT REPAIR & MAINT:					1,342.77
54-40-55100 REPAIR & MAINT - OTHER					
SEWER FUND	ACE HARDWARE	17510	FASTENERS, BOLT	03/22/2016	4.36
Total 54-40-55100 REPAIR & MAINT - OTHER:					4.36
54-40-61000 VEHICLE PARTS & LABOR					
SEWER FUND	MERLE'S AUTOMOTIVE SUPPL	16-353697	HD CODE READER	02/11/2016	484.05
Total 54-40-61000 VEHICLE PARTS & LABOR:					484.05
SANITATION FUND					
FUND EXPENDITURES					
56-40-34000 CONTRACT SERVICES					
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210793201	UNIFORMS/SANITATION	01/21/2016	49.74
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210818611	UNIFORMS/SANITATION	03/24/2016	50.02
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210824287	UNIFORMS/SANITATION	04/07/2016	334.03

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 56-40-34000 CONTRACT SERVICES:					433.79
56-40-34100 DOC WORKERS					
SANITATION FUND	AZ STATE PRISON CMLX-DOU	D04128201603	DOC LABOR CREW/REC	04/05/2016	166.00
SANITATION FUND	AZ STATE PRISON CMLX-DOU	D04138201603	DOC LABOR CREW/SAN	04/05/2016	71.00
Total 56-40-34100 DOC WORKERS:					237.00
56-40-46000 OPERATIONAL EXPENSES					
SANITATION FUND	B&D LUMBER & HARDWARE	143141	RAKE	03/16/2016	28.97
SANITATION FUND	B&D LUMBER & HARDWARE	143394	BUNGEY ASST., TARP	03/29/2016	28.01
Total 56-40-46000 OPERATIONAL EXPENSES:					56.98
56-40-46561 COUNTY TIPPING FEE					
SANITATION FUND	COCHISE COUNTY TREASURE	22094	HOUSEHOLD, YARD WASTE	03/31/2016	19,227.75
Total 56-40-46561 COUNTY TIPPING FEE:					19,227.75
56-40-55200 NON CAP EQUIP PURCHASES					
SANITATION FUND	OTTO ENVIRONMENTAL SYSTE	ELOY 19659	RECYCLE ROLL OUTS	03/17/2016	3,044.18
Total 56-40-55200 NON CAP EQUIP PURCHASES:					3,044.18
56-40-61000 VEHICLE PARTS & LABOR					
SANITATION FUND	FREIGHTLINER OF ARIZONA, L	XP001131742	STD ATTACHMENT KIT	03/29/2016	42.88
SANITATION FUND	VANGUARD TRUCK CENTER	153886T	REGULATOR	04/05/2016	233.24
SANITATION FUND	WILLCOX AUTO PARTS INC.	104772	OIL FILTER	03/14/2016	24.07
Total 56-40-61000 VEHICLE PARTS & LABOR:					300.19
56-40-62002 TIRES					
SANITATION FUND	W R RYAN - FIRESTONE	T05135	TIRE REPAIR	03/23/2016	43.77
SANITATION FUND	W R RYAN - FIRESTONE	T05161	TIRES	03/25/2016	401.76
Total 56-40-62002 TIRES:					445.53
QUEEN MINE FUND					
FUND EXPENDITURES					
59-40-11700 WORKERS COMPENSATION					
QUEEN MINE FUND	AMRRP- WORKER'S COMP FUN	16-0405	WORKERS COMP QM VLNTR	04/05/2016	29.60
Total 59-40-11700 WORKERS COMPENSATION:					29.60
59-40-22550 SEWER AND GARBAGE SERV.					
QUEEN MINE FUND	BISBEE PUBLIC WORKS	16-0405	UTILITIES/QUEEN MINE	04/05/2016	379.37
Total 59-40-22550 SEWER AND GARBAGE SERV.:					379.37
59-40-34100 DOC WORKERS					
QUEEN MINE FUND	AZ STATE PRISON CMLX-DOU	D04127201603	DOC LABOR CREW/QM	03/24/2016	56.00
Total 59-40-34100 DOC WORKERS:					56.00
59-40-46591 MERCHANDISE					
QUEEN MINE FUND	ABLE TRADING	1805	NIGHT LIGHTS, CROSSES	03/21/2016	133.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
QUEEN MINE FUND	ABLE TRADING	3194	NIGHT LIGHTS, CROSSES	03/31/2016	127.50
QUEEN MINE FUND	MEXICAN ARTS IMPORTS	8435	PULLOVERS	03/24/2016	227.75
QUEEN MINE FUND	POLAR MAGNETICS INC.	60161	MAGNETS	03/17/2016	231.16
Total 59-40-46591 MERCHANDISE:					719.41
59-40-55100 REPAIR & MAINT - OTHER					
QUEEN MINE FUND	ACE HARDWARE	17504	FASTENERS	03/21/2016	3.73
QUEEN MINE FUND	ACE HARDWARE	17509	SUPPLIES	03/22/2016	104.05
QUEEN MINE FUND	ACE HARDWARE	17567	CLEAR CON, SUPER GLUE	03/29/2016	48.52
QUEEN MINE FUND	ACE HARDWARE	17584	FENCE POST, SHOVEL, GREAT STUFF	03/30/2016	33.37
QUEEN MINE FUND	ACE HARDWARE	17589	FASTENERS	03/30/2016	7.63
Total 59-40-55100 REPAIR & MAINT - OTHER:					197.30
BISBEE BUS FUND					
FUND EXPENDITURES					
96-40-41607 CITY OPERATING EXPENSE					
BISBEE BUS FUND	TRACHTMAN, SEAN	BUS16-0406	IT SUPPORT/BUS	04/06/2016	375.00
Total 96-40-41607 CITY OPERATING EXPENSE:					375.00
Grand Totals:					516,459.41

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: April 19, 2016

☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 13, 2016REGULAR ☐CONSENT ☒

TYPE OF ACTION:

RESOLUTION ☐ORDINANCE ☐FORMAL ACTION ☒OTHER ☐

SUBJECT: APPROVAL OF THE MINUTES OF THE SPECIAL SESSION OF MAYOR AND COUNCIL HELD ON MARCH 22, 2016 AT 5:30PM

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve Minutes

PROPOSED MOTION: I move to approve the Minutes of the Special Session of Mayor and Council held on March 22, 2016 at 5:30PM

DISCUSSION:

FISCAL IMPACT: No Impact.

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado, City ClerkReviewed by: Ronald Oertle
Ronald Oertle, Mayor

MINUTES

MINUTES OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, MARCH 22, 2016, AT 5:30 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR OERTLE AT 5:34PM.

ROLL CALL

COUNCIL

Councilmember Eugene Conners, Ward I
Councilmember Joan Hansen, Ward II
Councilmember Shirley Doughty, Ward III
Mayor Ronald Oertle
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Douglas Dunn, Ward II
Councilmember Serena Sullivan, Ward I

STAFF

Jestin Johnson, City Manager
Ashlee Coronado, City Clerk
Sharon Buono, Finance Director
Albert Echave, Police Chief
Andy Haratyk, Interim Public Works Director

CITY ATTORNEY

Britt Hanson

COMMENTS FROM THE PUBLIC WILL BE ALLOWED AT THIS MEETING. A SIGNUP SHEET WILL BE AVAILABLE.

THE FOLLOWING ITEM WILL BE DISCUSSED AT THIS MEETING:

1. Discussion and Possible Recommendations to Staff Regarding the Selection Process for the City Manager.

Jestin Johnson, City Manager

Mayor Oertle asked Council if there were any comments on the tentative schedule for the City Manager hiring process.

Councilmember Dunn proposed that we conduct an internal search to fill the position of City Manager that person would have a six month probation period and at which time Mayor and Council could review that person's performance as to their effectiveness. The City would be best served by selecting someone from within, someone who had been directly involved with the changes that had been implemented within the last two years. We have very capable individuals within the City from which to select. He said that we could also make use of the assistance available from the League of Arizona Cities and Towns as needed. He said that it would also be wise to budget funds for an Interim part time person to provide the City Manager selected with project and program management. He said that he had spoken to Melanie Greene and she had indicated her availability to provide such services as long as it did not exceed 20

hours a week. The appointment of an Acting City Manager and then going on to a National Search would create a period of uncertainty and hesitancy. We would find ourselves in an extended holding pattern at a time we need to move forward. Also with the tight budget there would be a significant savings and would void the time investment and cost of a National search. Councilmember Dunn said that we were on a positive course thanks to Mr. Johnson and he would like to move on without delay.

Councilmember Hansen requested an overview of the application process, length of time the applications are out, where the position was posted and the interview process.

Mayor Oertle referred to the City Clerk.

Mrs. Coronado responded that the position was currently posted to the City website, League of Arizona Cities and Towns along with Indeed.com. We looked into posting the position on the ICMA website, but that was quite costly if we were not an actual member of the ICMA.

Mayor Oertle asked what the legality was on posting this position and would have to be advertised.

City Attorney Hanson responded that he didn't think it was a legally required to widen the pool. Whether it was a good idea or not was up to Mayor and Council.

Mayor Oertle said that the Acting or Interim City Manager would be an extremely limited time span. That would be a different subject matter if indeed necessary at that time.

Councilmember Hansen said that she would prefer hiring an Interim City Manager so Council was not pressured into hiring someone. That would give Council enough time to do a search.

Councilmember Conners said that at another date a discussion of an Interim City Manager needed to talk place.

Councilmember Dunn said that he was proposing something different. He requested a discussion on that. He said that he would like to advertise and hire from within the City of Bisbee for City Manager.

Councilmember Sullivan agreed with Mr. Dunn that for the timing right now, it would make sense to hire an Interim City Manager to work with Mr. Johnson. She asked City Attorney if because the position was posted on those sites would they have to be interviewed.

Councilmember Conners said that we did have an Interim City Manager when Mr. Johnson was hired. If we don't look at everyone who would potentially apply for the position we may be doing ourselves a disservice. We always talk about not rushing things and he didn't want that to happen this time.

Mayor Oertle and Councilmember Cline both agreed with Councilmember Conners.

Councilmember Hansen said that it was important to decide if they were going to look for an Interim City Manager or continue with the nationwide search. Councilmember Hansen asked if the decision for an Interim City Manager could be made during the next meeting. The Mayor replied that it was a possibility.

Mr. Hanson explained that the purpose of the item was to discuss the process. One aspect of the process was if Council thought that this would take a while to make a decision, past the time of Mr. Johnson leaving, a vote could be taken tonight to decide if an Executive Session was needed to discuss and Interim City Manager. Council could also direct City Staff to set up a meeting; it wouldn't necessarily need a formal vote. He said that one thing that had not been discussed tonight was a timeline. He suggested that Council discuss whether or not to keep the applications not available to the general public, but to hold

them until we were down to the final three. He also said that Councilmember Dunn's suggestion to close the applicant pool to current Bisbee employees could also be voted on tonight.

Councilmember Hansen said that the position on the website was really opened until filled, but applicants are encouraged to get applications in by April 18th. There really was not a deadline for it.

Mr. Hanson said that if Council wanted to set the April 18th deadline tonight or extend it to a later date could be voted on tonight.

Mayor Oertle discussed the process that was used during the hiring of a City Manager back in 2005/2006.

Councilmember Hansen said that she would like to extend the deadline out to April 18th and also schedule an Executive Session to discuss the hiring of an Interim City Manager.

MOTION: Councilmember Dunn moved to restrict the applicant pool to the City of Bisbee employees in hiring a City Manager.

SECOND: Councilmember Sullivan

ROLL CALL VOTE:

AYES: Councilmember Hansen, Dunn and Sullivan

NAYS: Councilmember Conners, Doughty, Cline and Mayor Oertle

MOTION FAILED: AYES-3; NAYS-4

Mayor explained that the time limitation could be extended if that was what council wanted to do.

Mr. Hanson suggested that he draft up a process to follow with things like dates being subject to discussion; it would include the date for a first review, what would be disclosed and what would not be disclosed, and who would grade and determine how to get to the final five. If this was drafted it would give the Council something to work off of item by item.

Councilmember Hansen said she wanted the date moved back 60 days.

Councilmember Cline said that seemed like a long time. If the first review date was in 6 weeks Council could look over the applications and if it needed to go longer it would give an Interim 2 weeks to spend with Mr. Johnson to finalize any major projects.

Mr. Johnson added that in the event we are at the point of deciding on an Interim City Manager, he wanted to make sure that Council knew that he intentionally includes the department heads on the majority of the issues and can say with a great deal of confidence that any internal candidates would have a great learning curve. He also recommended that the position open until filled because it would give a great deal of flexibility.

Councilmember Hansen said that she agreed with Mr. Johnson's comments to review the applications as they come in and leave the position open until filled.

Councilmember Sullivan agreed that we did not need to rush this process and for that reason we needed to plan on selecting an Interim City Manager. She felt that the Interim person should be hired from within the City of Bisbee.

Mayor Oertle requested that the discussion of who to hire as an Interim City Manager be held in Executive Session.

MOTION: Councilmember Sullivan moved to hire an Interim City Manager from within the City of Bisbee.

SECOND: Councilmember Conners

ROLL CALL VOTE:

AYES: Councilmember Conners, Hansen, Cline, Dunn, Sullivan and Mayor Oertle

NAYS: Councilmember Doughty

MOTION FAILED: AYES-6; NAYS-1

Mayor Oertle discussed the interview process day's activities.

Councilmember Sullivan asked what the narrowing process was for the applicants.

Mayor Oertle suggested that they be graded on a 1 to 10 basis and take the top 4/5 scores. Council could review all applications, have a discussion and we could invite the top 4/5.

Councilmember Hansen asked if there was a scoring sheet.

Councilmember Cline replied that during the last several processes Council reviewed all the applications in comparison to the Job Description. Those that met the qualifications would make a list; from there Council would then make their recommendations. Those that received the most recommendations were invited to interview. During the interview process Council had set questions and the answers were then scored.

Councilmember Sullivan asked Mr. Hanson if this was a similar process that the County goes through.

Mr. Hanson responded that in his experience with the County staff was directed to come up with a scoring system for the elected officials. If we had a process that the City Clerk, City Manager and City Attorney came up to recommend to council and then a discussion could happen to make recommended changes.

Councilmember Sullivan requested that City Staff be a part of the hiring process.

Mayor and Council discussed the scoring process and the Executive Session that will be held to discuss the applicants and their interviews.

Mayor Oertle went over the proposed schedule for the City Manager interview process. He said that this would take place over two days.

Councilmember Cline said that she liked this and was pleased to see that it was trimmed down from the last hiring process.

Councilmember Hansen asked who the professional panel was made up of and how many people would be on each panel.

Mayor Oertle responded that each panel would have anywhere from 4 to 7 people on them.

Councilmember Sullivan said that she didn't like this schedule at all. She asked if the City was paying for their stay in a hotel.

Mayor Oertle responded that in the past the City did pay for the hotel stay.

Councilmember Sullivan recommended that the tour of Bisbee be taken off the schedule. She felt that it did not need to be a part of the process. She also said that it would make a lot of sense to decide on a range of questions and get all three panels in the room so everyone can hear the same answers all at once.

Mayor Oertle said that the different panels would have their own questions in mind.

Councilmember Cline stated that some of the applicants would be coming from great distances, and the tour of Bisbee would give a broad perspective of the town.

Mr. Johnson said that given the uniqueness of Bisbee the tour was very helpful going through the different parts of town, you can see the crumbling infrastructure and know that a significant amount of time would be spend on infrastructure.

Councilmember Cline said that it would only be those that we invite to the interviews that a hotel would be paid for.

Councilmember Sullivan said that if we didn't pay for a hotel for them it would show their willingness to work for Bisbee and fight for Bisbee.

Councilmember Hansen asked if members of the public had an opportunity to ask questions to the candidates.

Mayor Oertle responded that they would have an opportunity to meet with the candidates during the public breakfast.

2. Discussion on Possible Claim Based on Allegations Regarding Choice Not to Hire Police Officer. *Pursuant to A.R.S. §§ 38-431.03, the Council may vote to go into executive session for discussion or consultation for legal advice with the attorney or attorneys of the public body or for discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding pending or contemplated litigation.*

Britt Hanson, City Attorney

MOTION: Councilmember Cline moved to go into Executive Session.

SECOND: Councilmember Doughty

MOTION PASSED: UNANIMOUSLY

MOTION: Councilmember Connors moved to come out of Executive Session.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

MOTION: Councilmember Connors moved to adjourn the meeting.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 7:14PM

Ronald Oertle, Mayor

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: April 19, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 13, 2016REGULAR ☐ CONSENT ☒

TYPE OF ACTION:

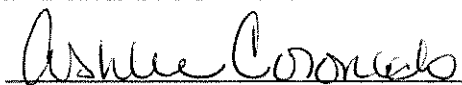
RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐**SUBJECT: APPROVAL OF A LIQUOR LICENSE APPLICATION FOR THE SAN JOSE CHEVRON LOCATED AT 1288 HIGHWAY 92, BISBEE ARIZONA; MAX MINI MART LTD, APPLICANT****FROM:** Ashlee Coronado, City Clerk**RECOMMENDATION:** Approve the Liquor License Application**PROPOSED MOTION:** I move to approve the Liquor License Application for the San Jose Chevron located at 1288 Highway 92, Bisbee Arizona; Max Mini Mart LTD, Applicant.**DISCUSSION:**

Max Mini Mart, LTD has submitted a Liquor License Application for the San Jose Chevron which is located at 1288 Highway 92, Bisbee Arizona. The application was posted in accordance with state and local laws.

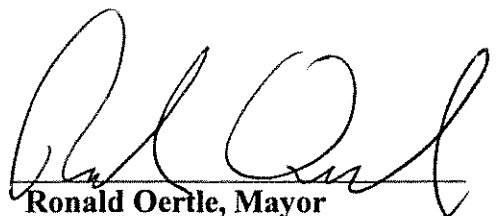
There has been no written communication from the members of the public that either support or oppose this application

FISCAL IMPACT:**DEPARTMENT LINE ITEM ACCOUNT:****BALANCE IN LINE ITEM IF APPROVED:**

Prepared by:


Ashlee Coronado, City Clerk

Reviewed by:


Ronald Oertle, Mayor



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

**Local Governing Body Recommendation
A.R.S. § 4-201(C)**

1. City or Town of: _____ Liquor License Application #: _____
(Circle one) (Arizona application #)
2. County of: _____ City/Town/County #: _____
3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. §4-207(D)(2),

(Name of entertainment district) (Date of resolution to create the entertainment district)
- A boundary map of entertainment district must be attached.
4. The _____ at a _____ meeting held on the _____ of _____
(Governing body) (Regular or special) (Day)
_____, _____ considered the application of _____
(Month) (Year) (Name of applicant)
for a license to sell spirituous liquor at the premises described in application _____,
(Arizona liquor license application #)
for the license series #: type _____ as provided by A.R.S §4-201.
(I.e.: series #10: beer & wine store)

ORDER OF APPROVAL/DISAPPROVAL

IT IS THEREFORE ORDERED that the license APPLICATION OF _____
(Name of applicant)
to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended
for _____
(Approval, disapproval, or no recommendation)

TRANSMISSION OF ORDER TO STATE

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at _____ on _____
(Location) (Day) (Month) (Year)

(Printed name of city, town or county clerk)

(Signature of city, town or county clerk)



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

AFFIDAVIT OF POSTING

Date of Posting: 3/24/16 Date of Posting Removal: 4/13/16

Applicant's Name: Lew Kowitz ANDREA DAHLMAN
Last First Middle

Business Address: 1288 Hwy 92 Pisbee 85603
Street City Zip

License #: 10027166

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Janus A. Poppe Police Sergeant (520) 432-2261
Print Name of City/County Official Title Phone Number

[Signature] 4/13/16
Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents.
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007
www.azliquor.gov
(602) 542-5141

116 APR 17 10:11 AM 2016

Application for Liquor License
Type or Print with **Black Ink**

SECTION 1 This application is for a:

- ☐ Interim Permit (Complete Section 5)
☒ New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
☐ Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
☐ Location Transfer (Bars and Liquor Stores Only)
(Complete Section 2, 3, 4, 11, 13, 14, 16)
☐ Probate/ Will Assignment/ Divorce Decree
(Complete Sections 2, 3, 4, 9, 13, 14, 16)
(Fee not required)
☐ Government (Complete Sections 2, 3, 4, 10, 13, 16)
☐ Seasonal

SECTION 2 Type of Ownership:

- ☐ J.T.W.R.O.S. (Complete Section 6)
☐ Individual (Complete Section 6)
☐ Partnership (Complete Section 6)
☒ Corporation (Complete Section 7)
☐ Limited Liability Co (Complete Section 7)
☐ Club (Complete Section 8)
☐ Government (Complete Section 10)
☐ Trust (Complete Section 6)
☐ Tribe (Complete Section 6)
☐ Other (Explain) _____

SECTION 3 Type of license

1. Type of License: Series 10

LICENSE # 10023166

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE

A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-6852)

SECTION 4 Applicants

1. Individual Owner/Agent's Name: Lewkowitz Andrea Dahlman 91056227
Last First Middle

2. Owner Name: Max Mini Mart, LTD 81044483
(Ownership name for type of ownership checked on section 2)

3. Business Name: San Jose Chevron 81019337
(Exactly as it appears on the exterior of premises)

4. Business Location Address: 1288 Hwy 92 Bisbee AZ 85603 Cochise
(Do not use PO Box) Street City State Zip Code County

5. Mailing Address: 2600 N. Central Avenue, Suite 1775 Phoenix AZ 85004
(All correspondence will be mailed to this address) Street City State Zip Code

6. Business Phone: (520) 384-2248 Daytime Contact Phone: (602) 200-7222

7. Email Address: andrea@lewklaw.com

8. Is the Business located within the incorporated limits of the above city or town? ☒ Yes ☐ No

9. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? ☐ Yes ☒ No

If Yes, what City, Town or Tribal Reservation is this Business located in: _____

10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only) \$ _____

Fees: <u>100.00</u>	Department Use Only		<u>22.00</u>	<u>\$ 122.00</u>
Application	Interim Permit	Site Inspection	Finger Prints	Total of All Fees
Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Accepted by: <u>SG</u>	Date: <u>3/17/16</u>	License # <u>10023166</u>		

SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There **MUST** be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

1. Enter license number currently at the location: _____
2. Is the license currently in use? ☐ Yes ☐ No If no, how long has it been out of use? _____

Attach a copy of the license currently issued at this location to this application.

I, _____ declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING
(Print Full Name) PERSON on the stated license and location.

X _____
(Signature)

State _____ County of _____
The foregoing instrument was acknowledged before me this

_____ day of _____
Day Month Year

My Commission Expires on: _____
Date

(Signature of Notary Public)

SECTION 6 Individual, Partnership, J.T.W.R.O.S, Trust, Tribe Ownerships

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

Individual

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code

Is any person other than above, going to share in profit/losses of the business? ☐ Yes ☐ No
If Yes, give name, current address, and telephone number of person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City	State	Zip Code	Phone #

Partnership

Name of Partnership: _____

General-Limited	Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 6 - continued

TRUST

Name of Trust: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

TRIBE

Name of Tribal Ownership: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 7 Corporations/ Limited Liability Co

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

☒ **Corporation** Complete Questions 1, 2, 3, 4, 5, 6, and 7

☐ **L.L.C.** Complete Questions 1, 2, 3, 4, 5, 6, and 7

1. Name of Corporation/ L.L.C.: Max Mini Mart, LTD
2. Date Incorporated/Organized: 10/30/2014 ^{6/25/2010} State where Incorporated/Organized: Delaware ~~Arizona~~
3. AZ Corporation or AZ L.L.C File No: -1611385-5 Date authorized to do Business in AZ: 6/29/2010
4. Is Corp/L.L.C. Non Profit? ☐ Yes ☒ No
5. List Directors, Officers, Members in Corporation/L.L.C:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
Holmes	Richard	Thomas	Pres/Sec Director	37193 Buckskin Circle	Parker	AZ	85344

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
Holmes	Richard	Thomas	100%	37193 Buckskin Circle	Parker	AZ	85344

(Attach additional sheet if necessary)

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational **FLOWCHART** showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

SECTION 8 Club Applicants

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____

2. Is Club non-profit? ☐ Yes ☐ No

3. List all controlling members (minimum of four (4) requested)

Last	First	Middle	Mailing Address	City	State	Zip Code

(Attach additional sheet if necessary)

SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Liquor License

1. Current Licensee's Name: _____
(Exactly as it appear on the license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____

ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE.

SECTION 10 Government (for cities, towns, or counties only)

1. Government Entity: _____

2. Person/Designee: _____
First Last Middle Day time Contact Phone #

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISE FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Location to Location Transfer: Series 6 Bar, Series 7 Beer & Wine Series 9 Liquor Stores only)

1. Current Business: Name: _____

Address: _____

(Exactly as it appears on license)

2. New Business: Name: _____

Address: _____

3. License Type: _____ License Number: _____

SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: _____ Entity: _____
Last First Middle (Individual, Agent, Etc)

2. Ownership Name: _____
(Exactly as it appears on license)

3. Business Name: _____
(Exactly as it appears on license)

4. Business Location Address: _____
Street City State Zip

5. License Type: _____ License Number: _____

6. Current Mailing Address: _____
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified? ☐ Yes ☐ No

8. Does the applicant intend to operate the business while this application is pending? ☐ Yes ☐ No

If yes, complete Section 5 (**Interim Permit**) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) _____ hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) _____, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

X _____
(Signature of CURRENT Individual Owner/Agent)

NOTARY

State of _____ County of _____
State County

The foregoing instrument was acknowledged before me this _____ day of _____, _____
Day Month Year

My commission expires on _____
Day/ Month/Year Signature of NOTARY PUBLIC

SECTION 13 Proximity to Church or School

Questions to be completed by all in-state applicants **EXCLUDING** those applying for a Series 5 Government, Series 11 Hotel/Motel, and Series 12 Restaurant licenses.

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02)

b) Hotel/motel license (§ 4-205.01)

c) Government license (§ 4-205.03)

d) Fenced playing area of a golf course (§ 4-207(B)(5))

1. Distance to nearest School: 1,450 ft Name of School: Huachuca Terrace School
(if less than one (1) mile note footage) Address: 519 Melody Lane, Bisbee, AZ 85603
2. Distance to nearest Church: 725 ft Name of Church: New Life Assembly of God
(if less than one (1) mile note footage) Address: 1056 AZ-92, Bisbee, AZ 85603

SECTION 14 Business Financials

1. I am the: ☐ Lessee ☐ Sub-lessee ☒ Owner ☐ Purchaser ☐ Management Company

2. If the premise is leased give lessors: Name: _____
Address: _____
Street City State Zip

3. Monthly Rent/ Lease Rate: \$ _____

4. What is the remaining length of the lease? _____ yrs _____ months

5. What is the penalty if the lease is not fulfilled? \$ _____ or other: _____
(Give details-attach additional sheet if necessary)

6. Total money borrowed for the Business not including lease? \$ 0.00
Please List Lenders/People you owe money to for business.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip

(Attach additional sheet if necessary)

7. What type of business will this license be used for (be specific)?

Convenience store

8. Has a license or a transfer license for the premises on this application been denied by the state with in the past (1) year? ☐ Yes ☒ No If yes, attach explanation.

9. Does any spirituous liquor manufacture, wholesaler, or employee have an interest in your business? ☐ Yes ☒ No

10. Is the premises currently license with a liquor license? ☐ Yes ☒ No

If yes, give license number and licensee's name:

License #: _____ Individual Owner /Agent Name: _____
(Exactly as it appears on license)

SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location? ☐ Yes ☐ No
2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.
4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this ☐ Restaurant ☐ Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

(Applicant's Initials)

SECTION 16 Diagram of Premises

Check ALL boxes that apply to your business:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas | Patio: <input type="checkbox"/> Contiguous |
| <input type="checkbox"/> Walk-up windows | <input type="checkbox"/> Drive-through windows | <input type="checkbox"/> Non Contiguous |

1. Is your licensed premises currently closed due to construction, renovation or redesign? ☐ Yes ☒ No
If yes, what is your estimated completion date? _____

Month/Day/Year

2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).
4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.

(Applicant's Initials)

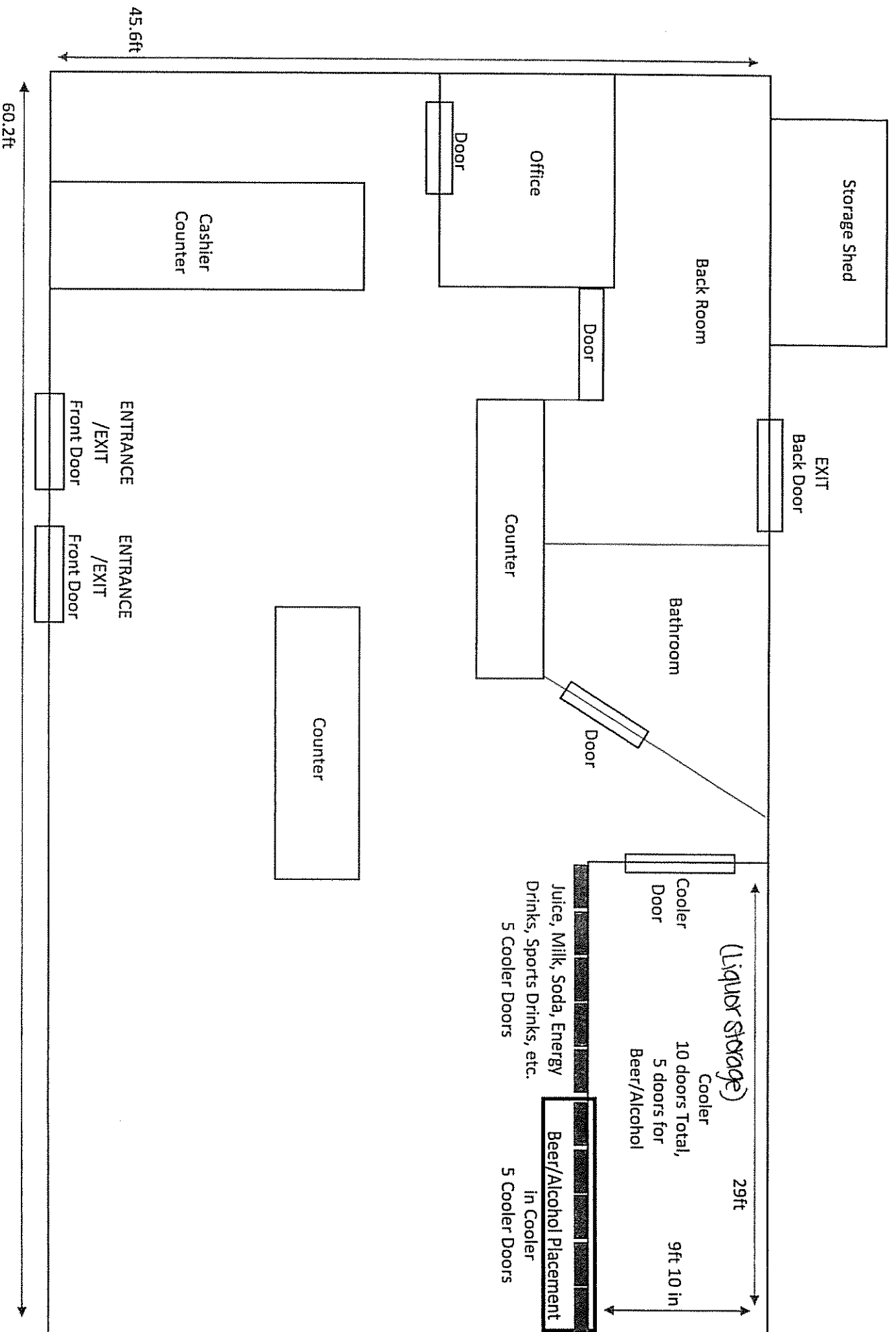
SECTION 16 Diagram of Premises – continued

6. On the diagram please show only the areas where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

DIAGRAM OF PREMISES

Diagram attached



San Jose Chevron

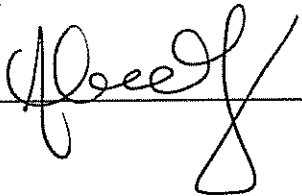
1288 Hwy 92

Bisbee, AZ 85603

Building Square Footage: 2709

SECTION 17 SIGNATURE BLOCK

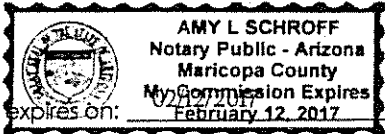
I, (Print Full Name) Andrea Dahlman Lewkowitz, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.


X (Signature) 

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this

16 of March, 2016
Day Month Year

My commission expires on: 


Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter, prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

NOTICE

APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: MARCH 24, 2016

A HEARING ON A LIQUOR LICENSE APPLICATION SHALL BE HELD BEFORE THE

CITY OF BISBEE MAYOR AND COUNCIL

PLACE BISBEE CITY HALL 118 ARIZONA ST. DATE/TIME 4/19/16 7:00 PM

HEARING DATES SUBJECT TO CHANGE, TO VERIFY CALL: (520) 452-6000

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE

STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE

STATE LIQUOR BOARD: 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL - LOCAL GOVERNING BODY: (520) 452-6000 STATE LIQUOR DEPT: (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.



AGENDA ITEM NUMBER 3

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: April 19, 2016

☒ Regular ☐ Special

DATE ACTION SUBMITTED: April 11, 2016

REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☒ FORMAL ACTION ☐ OTHER ☐

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE O-16-01,
AUTHORIZING THE SALE AND TRANSFER OF CITY PROPERTY LOCATED
EAST OF 536 C WARREN HILL STREET.**

FROM: Jestin Johnson, City Manager

RECOMMENDATION: Approve Ordinance O-16-01

PROPOSED MOTION: I move that we approve Ordinance O-16-01, authorizing the sale and transfer of City property located East of 536 C Warren Hill Street

DISCUSSION:

At the November 3, 2015 Council Meeting a certain City surplus real property was offered at auction to the highest bidder. Mr. Michael McPartlin was the successful bidder at that auction. This Ordinance will officially approve the transfer of that property to Mr. McPartlin, upon the payment of the purchase price in the amount of \$2,052.00.

FISCAL IMPACT: \$2,052.00

DEPARTMENT LINE ITEM ACCOUNT: 99-30-50999

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:


Britt Hanson
City Attorney

Reviewed by:


Jestin Johnson
City Manager

ORDINANCE O-16-01

**AUTHORIZING THE SALE AND TRANSFER OF CERTAIN SURPLUS CITY
PROPERTY, BEING APPROXIMATELY 2,280 SQUARE FEET ADJACENT TO
AND EAST OF 536C WARREN HILL**

WHEREAS, pursuant to section 1.03 of the Charter of the City of Bisbee, the City has the authority to sell such City property as its interests may require; and

WHEREAS, pursuant to Article 2.6.9 of the City Code, the transfer and conveyance of the subject property has been properly noticed, has been the subject of two public hearings and has been recommended by the Planning and Zoning Commission; and

WHEREAS, Mr. Michael McPartlin, owner of 536C Warren Hill, applied to purchase a parcel owned by the City consisting of approximately 2,280 square feet adjacent to and east of 536C Warren Hill Street (the "Parcel"), more particularly described on Exhibit A hereto; and

WHEREAS, on November 3, 2015, the Council, by majority vote, approved the auction sale of the Parcel to Mr. McPartlin at the minimum bid price of \$2,052; and

WHEREAS, since that approval by the Council, Building Inspector Joe Ward has been working with Mr. McPartlin to obtain a survey to clarify the legal description of the Parcel, as set forth on Exhibit A; and

WHEREAS, pursuant to Section 7.05(h) of the City Charter, the sale or transfer of City property must be done by ordinance, and this action is in the best interests of the citizens of the City of Bisbee,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Bisbee, County of Cochise, State of Arizona, as follows:

The sale of that certain property more particularly described in the attached Exhibit A, to Mr. Michael McPartlin for the sum of Two Thousand and

Ordinance O-16-01

Fifty Two Dollars (\$2,052.00) to be paid in cash prior to the closing of this transaction, is hereby authorized and approved. The Mayor is further authorized to execute a Quit Claim Deed on behalf of the City for the transfer of this property and all additional documents that may be necessary for the completion of this transaction.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee on this 19th day of April, 2016.

Ron Oertle, Mayor

ATTEST:

APPROVED AS TO FORM:

Ashlee Coronado,
City Clerk

Britt W. Hanson,
City Attorney

EXHIBIT A
LEGAL DESCRIPTION

A PORTION OF SECTION 8, TOWNSHIP 23 SOUTH, RANGE 24 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA, LYING ADJACENT TO LOTS 98, 99 AND 101 OF BLOCK 25, BISBEE TOWNSITE ACCORDING TO BOOK 1 OF PLAT MAPS, PAGES 25 TO 63, RECORDS OF COCHISE COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 101, FROM WHICH THE SOUTHEAST CORNER OF LOT 101A BEARS SOUTH 59° 58' 39" EAST A DISTANCE OF 118.97 FEET;

THENCE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINE OF LOT 101 A DISTANCE OF 29.46 FEET;

THENCE SOUTH 30° 08' 00" WEST A DISTANCE OF 84.46 FEET;

THENCE NORTH 33° 58' 12" WEST A DISTANCE OF 32.75 FEET TO THE SOUTHEAST CORNER OF LOT 99;

THENCE NORTH 30° 08' 00" EAST UPON THE EASTERLY LINE OF LOTS 98 AND 99 A DISTANCE OF 70.10 FEET TO THE POINT OF BEGINNING.

SAID PARCEL 2 CONTAINS 2,280 SQUARE FEET, MORE OR LESS.

Bisbee, AZ 85603

Notary Public

Exhibit A

A PORTION OF SECTION 8, TOWNSHIP 23 SOUTH, RANGE 24 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA, LYING ADJACENT TO LOTS 98, 99 AND 101 OF BLOCK 25, BISBEE TOWNSITE ACCORDING TO BOOK 1 OF PLAT MAPS, PAGES 25 TO 63, RECORDS OF COCHISE COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 101, FROM WHICH THE SOUTHEAST CORNER OF LOT 101A BEARS SOUTH 59° 58' 39" EAST A DISTANCE OF 118.97 FEET;

THENCE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINE OF LOT 101 A DISTANCE OF 29.46 FEET;

THENCE SOUTH 30° 08' 00" WEST A DISTANCE OF 84.46 FEET;

THENCE NORTH 33° 58' 12" WEST A DISTANCE OF 32.75 FEET TO THE SOUTHEAST CORNER OF LOT 99;

THENCE NORTH 30° 08' 00" EAST UPON THE EASTERLY LINE OF LOTS 98 AND 99 A DISTANCE OF 70.10 FEET TO THE POINT OF BEGINNING.

SAID PARCEL 2 CONTAINS 2,280 SQUARE FEET, MORE OR LESS.



AGENDA ITEM NUMBER 4

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: April 19, 2016

☒ Regular ☐ Special

DATE ACTION SUBMITTED: April 11, 2016

REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☒ FORMAL ACTION ☐ OTHER ☐

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE O-16-02,
AUTHORIZING THE SALE AND TRANSFER OF CITY PROPERTY LOCATED
EAST OF 534B WARREN HILL STREET.**

FROM: Jestin Johnson, City Manager

RECOMMENDATION: Approve Ordinance O-16-02

PROPOSED MOTION: I move that we approve Ordinance O-16-02, authorizing the sale and transfer of City property located east of 534 B Warren Hill Street

DISCUSSION:

At the November 3, 2015 Council Meeting a certain City surplus real property was offered at auction to the highest bidder. Mr. George Buhite was the successful bidder at that auction. This Ordinance will officially approve the transfer of that property to Mr. Buhite, upon the payment of the purchase price in the amount of \$1,838.00.

FISCAL IMPACT: \$1,838.00

DEPARTMENT LINE ITEM ACCOUNT: 99-30-50999

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:

Britt Hanson
City Attorney

Reviewed by:

Jestin Johnson
City Manager

ORDINANCE O-16-02

AUTHORIZING THE SALE AND TRANSFER OF CERTAIN SURPLUS CITY PROPERTY, BEING APPROXIMATELY 2,032 SQUARE FEET ADJACENT TO AND EAST OF 534B WARREN HILL STREET

WHEREAS, pursuant to section 1.03 of the Charter of the City of Bisbee, the City has the authority to sell such City property as its interests may require; and

WHEREAS, pursuant to Article 2.6.9 of the City Code, the transfer and conveyance of the subject property has been properly noticed, has been the subject of two public hearings and has been recommended by the Planning and Zoning Commission; and

WHEREAS, George Buhite and Patricia Ware, owners of 534B Warren Hill, applied to purchase a parcel owned by the City consisting of approximately 2,032 square feet adjacent to and east of 534B Warren Hill Street (the "Parcel"), more particularly described on Exhibit A hereto; and

WHEREAS, on November 3, 2015, the Council, by majority vote, approved the auction sale of the Parcel to Buhite and Ware at the minimum bid price of \$1,838.00; and

WHEREAS, since that approval by the Council, Building Inspector Joe Ward has been working with Buhite and Ware to obtain a survey to clarify the legal description of the Parcel, as set forth on Exhibit A; and

WHEREAS, pursuant to Section 7.05(h) of the City Charter, the sale or transfer of City property must be done by ordinance, and this action is in the best interests of the citizens of the City of Bisbee,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Bisbee, County of Cochise, State of Arizona, as follows:

The sale of that certain property more particularly described in the attached Exhibit A, to George Buhite and Patricia Ware for the sum

Ordinance O-16-02

of One Thousand and Eight Hundred and Thirty Eight Dollars (\$1,838.00) to be paid in cash prior to the closing of this transaction, is hereby authorized and approved. The Mayor is further authorized to execute a Quit Claim Deed on behalf of the City for the transfer of this property and all additional documents that may be necessary for the completion of this transaction.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee on this 19th day of April, 2016.

Ron Oertle, Mayor

ATTEST:

APPROVED AS TO FORM:

Ashlee Coronado,
City Clerk

Britt W. Hanson,
City Attorney

**EXHIBIT A
LEGAL DESCRIPTION**

A PORTION OF SECTION 8, TOWNSHIP 23 SOUTH, RANGE 24 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA, LYING ADJACENT TO LOTS 101 AND 101A OF BLOCK 25, BISBEE TOWNSITE ACCORDING TO BOOK 1 OF PLAT MAPS, PAGES 25 TO 63, RECORDS OF COCHISE COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 101, FROM WHICH THE SOUTHEAST CORNER OF LOT 101A BEARS SOUTH 59° 58' 39" EAST A DISTANCE OF 118.97 FEET;

THENCE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINE OF LOT 101, A DISTANCE OF 29.46 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINES OF LOT 101 AND 101A, A DISTANCE OF 89.51 FEET TO THE SOUTHEAST CORNER OF LOT 101A;

THENCE SOUTH 44° 27' 19" WEST A DISTANCE OF 24.25 FEET;

THENCE NORTH 59° 58' 39" WEST A DISTANCE OF 83.51 FEET;

THENCE NORTH 30° 08' 00" EAST A DISTANCE OF 23.49 FEET TO THE POINT OF BEGINNING.

SAID PARCEL 1 CONTAINS 2,032 SQUARE FEET, MORE OR LESS.

Exempt pursuant to
A.R.S. 11-1134.A.3

For valuable consideration, the City of Bisbee, a political subdivision of the State of Arizona, pursuant to Ordinance O-16-02, adopted by the Mayor and Council on _____, 2016, hereby quit claims to Mr. George Buhite and Patricia Ware, as joint tenants with right of survivorship, all of its interest in the following real property together with all rights and privileges appurtenant hereto, to wit:

IN WITNESS WHEREOF, this instrument has been duly signed and executed this _____ day of _____, 2016.

STATE OF _____)
 : ss.
County of _____)

Notary Public

Exhibit A

A PORTION OF SECTION 8, TOWNSHIP 23 SOUTH, RANGE 24 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA, LYING ADJACENT TO LOTS 101 AND 101A OF BLOCK 25, BISBEE TOWNSITE ACCORDING TO BOOK 1 OF PLAT MAPS, PAGES 25 TO 63, RECORDS OF COCHISE COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 101, FROM WHICH THE SOUTHEAST CORNER OF LOT 101A BEARS SOUTH 59° 58' 39" EAST A DISTANCE OF 118.97 FEET;

THENCE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINE OF LOT 101, A DISTANCE OF 29.46 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUE SOUTH 59° 58' 39" EAST UPON THE SOUTHERLY LINES OF LOT 101 AND 101A, A DISTANCE OF 89.51 FEET TO THE SOUTHEAST CORNER OF LOT 101A;

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THENCE NORTH 59° 58' 39" WEST A DISTANCE OF 83.51 FEET;

THENCE NORTH 30° 08' 00" EAST A DISTANCE OF 23.49 FEET TO THE POINT OF BEGINNING.

SAID PARCEL 1 CONTAINS 2,032 SQUARE FEET, MORE OR LESS.

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: April 19, 2016☒ Regular ☐ Special**DATE ACTION SUBMITTED:** April 11, 2016**REGULAR** ☒ **CONSENT** ☐**TYPE OF ACTION:****RESOLUTION** ☐ **ORDINANCE** ☐ **FORMAL ACTION** ☐ **OTHER** ☒**SUBJECT: PRESENTATION BY STEP UP BISBEE/NACO ON CLEAN UP EFFORTS****FROM:** Britt Hanson, City Attorney**RECOMMENDATION:** N/A**PROPOSED MOTION:** N/A**DISCUSSION:**

The City has been looking for ways to get properties in Bisbee cleaned up and assistance for property owners without means to do it themselves. Recently, Step Up Bisbee/Naco, led by Grady Meadows, has cleaned up several properties and helped property owners with maintenance that they could not do themselves. Mr. Joe Ward has been the City's liaison with Step Up Bisbee/Naco. In an effort to inform the Council as to what Step Up Bisbee has been doing, Mr. Meadows will provide a brief presentation. Mr. Ward and Mr. Meadows will be available to answer questions that the Council may have.

FISCAL IMPACT: N/A**DEPARTMENT LINE ITEM ACCOUNT:** N/A**BALANCE IN LINE ITEM IF APPROVED:** N/A

Prepared by:


Britt Hanson
City Attorney

Reviewed by:


Jestin Johnson
City Manager

AGENDA ITEM NUMBER 6**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: 4/19/15☒ Regular ☐ SpecialDATE ACTION SUBMITTED: 4/12/16REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: PRESENTATION ON SELF EVALUATION FOR ADA TRANSITION.

FROM: Andy Haratyk, Interim Public Works Director/Torin Sadow, Public Works Intern

RECOMMENDATION: Presentation Only.

PROPOSED MOTION: N/A

DISCUSSION: The American Disability Act (ADA) requires all American cities to meet the most recent ADA standards to the best of their ability. Old Bisbee streets and sidewalks are in desperate need of upgrading in order to meet ADA requirements. Our streets and sidewalks must be restructured to accommodate Bisbee's large population of elderly residents, the many elderly tourists who frequent the city, and people with handicaps who live in or visit the city. While much of Bisbee cannot meet ADA standards due to issues which may arise from attempting to upgrade historic infrastructure, the city can fix public sidewalks, add certain pedestrian necessities (crosswalks, rails, ramps, etc.) and work towards creating a safer environment for pedestrians and people with handicaps. The map presented is a self-evaluation of Old Bisbee pedestrian infrastructure, which is the first step in the process of transitioning into ADA compliance. The self-evaluation covers all areas in which Old Bisbee's public pedestrian infrastructure are in need of fixes and upgrades for general safety and ADA compliance.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by:


Torin Sadow, Public Works
Intern

Reviewed by:


Jestin Johnson, City Manager

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: 4/19/16☒ Regular ☐ SpecialDATE ACTION SUBMITTED: 4/12/16REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A PARK, FACILITY AND RIGHT OF WAY USE PERMIT TO PLAY ON VARIOUS SATURDAYS AT GRASSY PARK EFFECTIVE APRIL 30, 2016.****FROM: Andy Haratyk, Interim Public Works Director****RECOMMENDATION: Recommend Approval.****PROPOSED MOTION: I move that we approve to approve a Park, Facility and right of Way Use Permit to play on various Saturdays at Grassy Park effective April 30, 2016.**

DISCUSSION: Daragh Vaughan has completed a Park, Facility and Public Right of Way Use Permit to play piano at Grassy Park from 12:00 p.m. to 4:00 p.m. on April 30, May 7, 21, and 28, 2016. Mr. Vaughan is requesting waiver of fees.

FISCAL IMPACT: N/A**DEPARTMENT LINE ITEM ACCOUNT: N/A****BALANCE IN LINE ITEM IF APPROVED: N/A****Prepared by:** Andy Haratyk
Andy Haratyk, Interim Public
Works Director**Reviewed by:** Jestin Johnson
Jestin Johnson, City Manager

Permit No. 21-16

CITY OF BISBEE
PARK, FACILITY AND RIGHT -OF -WAY USE PERMIT
(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. **Please note:** your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." **Also:** As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at www.cityofbisbee.com, City Hall, or the Copper Queen Library)

If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or lvaldez@cityofbisbee.com

APPLICANT INFORMATION

1. Applicant Name: Davegh Vaughan Date: -4-18-05-16

2. Organization Name: Davegh

3. Mailing Address: 524 - Commerce Av -

366-7224
Phone #: 366-7224 Contact name and phone # during event Davegh Vaughan

4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed)

playing prand - Saturdays (4)
4/30, 5/26, 5/30

WAIVER OF FEES requested

5. Approximate Number of Participants and/or Spectators: - me

6. Requested Location of Event: - Grassy Park

7. Date(s) of Event: Apr 4 / 30 / May 12 / 34 / May 28

8. Hours of Event: 12-4

9. Hours of Reservation (with set-up and breakdown) 11-5

10. Request Consumption of Alcohol: Yes ☒ No

11. Request Sales of Alcohol: Yes ☒ No

SERVICES REQUESTED FROM THE CITY OF BISBEE

(Provide letter with all services that are needed with details of times and locations. City may require services depending on nature of event) See attached service rate sheet.

\$ 10- ☒ General Electricity access \$10 (CITY, LOWER VISTA, & GRASSY PARKS ONLY),

Band Shell Access \$50 (CITY PARK):

☐ GENERATORS ARE PERMITTED....ALL JUMPING CASTLES MUST HAVE INSURANCE AND GENERATORS

\$ _____ ☐ Beer Permit (non-commercial permits only) \$10

\$ _____ ☐ Police (escorts, security, road closures, redirecting of traffic): for _

\$ _____ ☐ Park Public Works staff (example: posting closures of streets/parking, access to facility/band shell/restrooms, etc): _____

\$ _____ ☐ Other - any additional requests made by applicant or any other conditions set by the City Council, City Code, ordinance or resolution.

Requests Waiver of Fees CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE:

☒ \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.

☒ \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.

☐ Fees for above service requests in the amount of \$ _____ before permit is processed or event can take place.

☐ Business License/Special Event License Fee of \$32.50 paid before permit is processed- where there is a promoter sub-letting booth space to vendors, the promoter will pay a fee of \$32.50 and \$4.00 per vendor per day. The promoter is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promoter and all vendors via their State tax forms.

☐ Vendor Fee of \$4.00 per vendor, per day (must be submitted prior to the event).

☐ Certificate of insurance required showing City of Bisbee as additional insured - \$1,000,000 minimum for high risk functions.

☐ County Health Department Food Permit must be attached if serving food or having food vendors. Health Department can be contacted at 520- 432-9472 for more information (This is not a food handler's certificate)

☐ Special Event Liquor License Application submitted to the City Clerks office- required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The sale of or consumption of alcoholic beverages must be approved by the City Council.

☐ Copy of flyers or promotional material associated with this event.

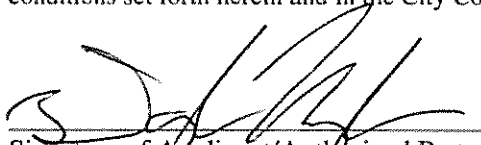
NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.

2-IF YOU ARE HAVING A PARTY WITHOUT A PERMIT WITH MORE THAN 50 PEOPLE, CITY STAFF WILL COLLECT THE PERMIT FEE AT THE TIME OF YOUR PARTY AND PROVIDE YOU WITH A RECEIPT.

APPLICANT CERTIFICATION

ANY PERSON VIOLATING ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHABLE BY A FINE OF NOT LESS THEN FIFTY DOLLARS NO MORE THAN FIVE HUNDRED DOLLARS.

I, DeWayn Vigneron certify that I am authorized to sign this agreement and agree to abide by the conditions set forth herein and in the City Code.


Signature of Applicant/Authorized Party

4-5-16
Date

HOLD HARMLESS AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Piano Playing event the period from (date & time) 12/1/05 to _____, the permittee Daragh Vaughan agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.


Signature of Permittee or Authorized Representative

Print Name _____

Date _____

COUNCIL ACTION:

Recommended to: _____ Approve: _____ Deny: _____

With conditions as noted: _____

Mayor's Signature: _____

Date: _____

CITY OF BISBEE PUBLIC WORKS DEPARTMENT
118 ARIZONA STREET
BISBEE, AZ 85603
(520) 432-6002

APPLICATION FOR SPECIAL EVENT LICENSE

(Please print firmly or type)

(1) Applicant's Name: Paragh Vaughan

(2) Mailing Address, City, State & Zip: 53A Commerce St

(3) Business Name: _____

(4) Business Address: _____

(5) City: _____ State: _____ Zip: _____

(6) Business Phone No.: _____ Resident Phone No.: _____

(7) Name of Special Event: _____ Date: _____

Specify date(s) License needed: _____

(8) Will you be serving food: _____ YES ☒ NO

If yes, do you have a Health Dept. Food Certificate: _____ YES _____ NO
(A copy of the Cochise County Health Dept. Certificate **MUST** accompany this application otherwise it will not be accepted)

Fees: Permit fee: \$32.50
Vendor fee of: \$4.00 per day. (When promoter subletting to other vendors)

Total submitted: \$ _____

I, _____ being first duly sworn upon oath hereby declare, under penalty of perjury, that I am the licensee making the foregoing application and that said application has been read and that the contents thereof and all statements contained therein are true, correct, and complete.

Signature of Applicant _____

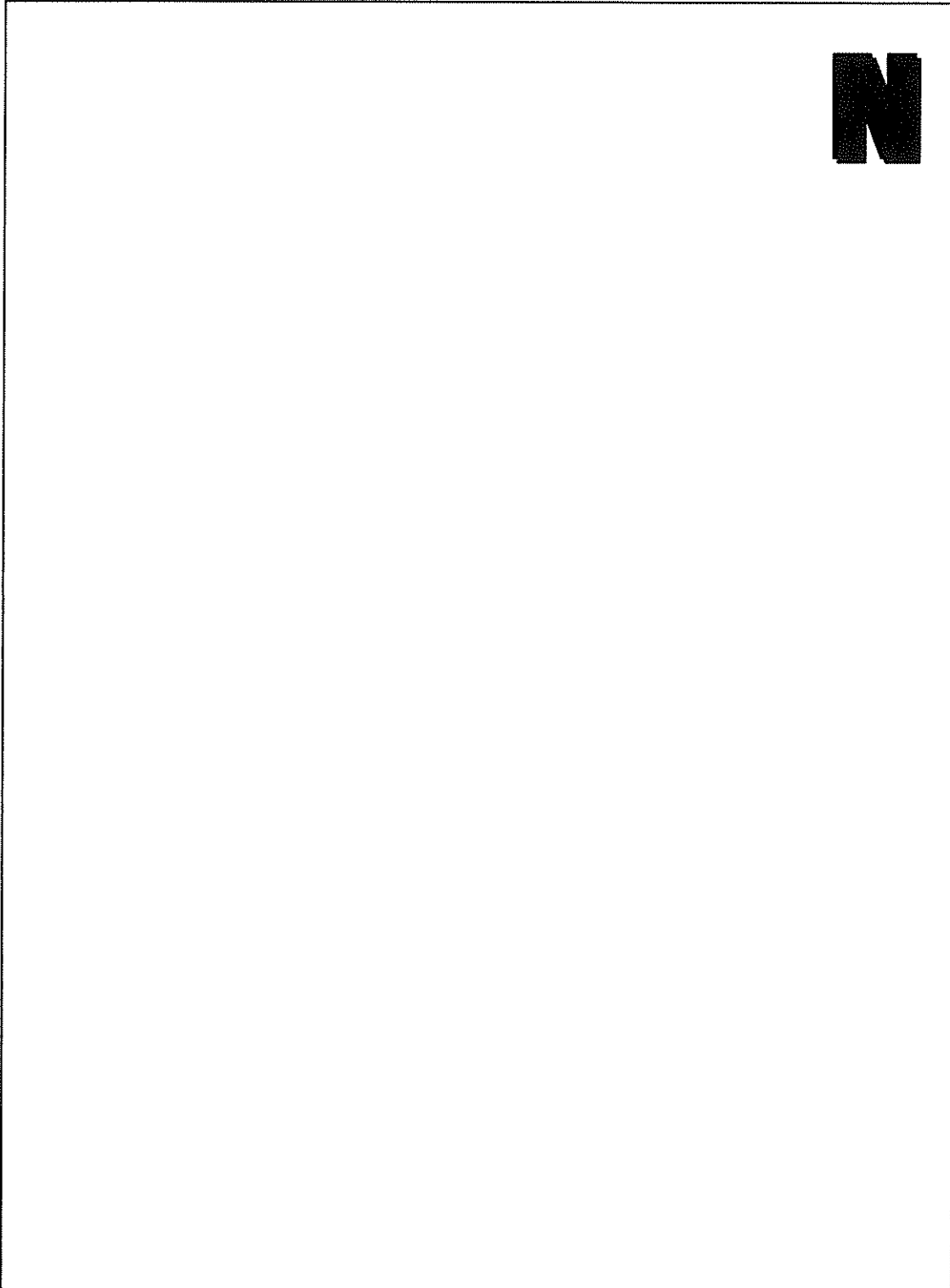
Date _____

Make checks payable to: City of Bisbee
118 Arizona Street
Bisbee, Arizona 85603

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)

NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



PIANO PLAYING
GRASSY PARK
APRIL 30, 2016
MAY 7, 21, AND 28, 2016
(4 SATURDAYS)

Permit Fee	\$ 25.00
Electricity	\$ 10.00
Total	\$ 35.00
Deposit	<u>\$ 50.00</u>
Grand Total	\$ 85.000

WAIVER OF FEES REQUESTED

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: April 19, 2016

☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 13, 2016REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION ☒ OTHER ☐

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE EXTENSION OF THE PARK, FACILITY, AND RIGHT-OF-WAY USE PERMIT FOR THE BISBEE FARMERS MARKET FOR USE OF LOWER VISTA PARK EVERY SATURDAY BETWEEN APRIL 16TH THROUGH MAY 2ND, 2016.

FROM: Jestin Johnson, City Manager

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Extension of the Park, Facility, and Right-of-Way Use Permit for the Bisbee Farmers Market for use of Lower Vista Park Every Saturday between April 16th, 2016 through May 2, 2016

DISCUSSION:

Ms. Laura Smith has requested that the Park, Facility, and Right-of-Way use Permit to hold the Saturday Farmer's Market in Lower Vista be extended through May 2, 2016. This extension will allow Mrs. Smith time to apply for a new permit. The hours will be from 7:00am to 2:00pm to allow set-up and breakdown of booths, stands, etc.

Staff has reviewed this request and recommends approval.

FISCAL IMPACT: TBD**DEPARTMENT LINE ITEM ACCOUNT:** 10-34-10880**BALANCE IN LINE ITEM IF APPROVED:** NA

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle
Mayor

Ashlee Coronado

From: laura smith <laura.haba@gmail.com>
Sent: Wednesday, April 13, 2016 9:15 AM
To: Ashlee Coronado
Subject: Bisbee Farmers' Market

Hi Ashley,

I would like to submit a request to Parks and Rec., or to the Mayor and Council to:

Please extend our Special Event and Park Use permit until May 2, 2016.

This will allow us the time to apply for a new permit.

Thank you for this consideration.

Respectfully submitted'
Laura Smith, Mgr.

Bisbee Farmers' Market

520-236-8409

AGENDA ITEM NUMBER 9**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: April 19, 2016☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 11, 2016REGULAR ☒ CONSENT ☐

TYPE OF ACTION:

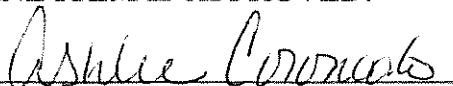
RESOLUTION ☐ ORDINANCE ☐ FORMAL ACTION OTHER ☒**SUBJECT: PUBLIC HEARING FOR THE 5311 GRANT REGARDING THE BISBEE BUS TRANSIT PROGRAM TO ALLOW THE PUBLIC TO BE HEARD WITH RESPECT TO THE SOCIAL, ECONOMIC AND ENVIRONMENTAL ASPECTS OF THE PROJECT.****FROM: Jestin Johnson, City Manager****RECOMMENDATION: Call for the Public Hearing****PROPOSED MOTION: Open the Public Hearing for Public Comment**

DISCUSSION:

The purpose of this Public Hearing is to consider a project for which financial assistance is being sought by the City of Bisbee from the U.S. Department of Transportation under the Federal Transit Administration for the bi-annual 5311 Grant Program. Grant funds will be used to continue to manage and operate the City of Bisbee/Bisbee Bus transit system serving the City of Bisbee and Naco, Arizona with a possible extension to inter-city services between Bisbee and Sierra Vista. Additional capital funds may be requested to be used to purchase a new bus and other equipment to support the Transit system.

At this hearing, the City of Bisbee's Council will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environment aspects of the project. Interested persons may submit oral or written evidence and recommendations with respect to said project.

FISCAL IMPACT: NA**DEPARTMENT LINE ITEM ACCOUNT: NA****BALANCE IN LINE ITEM IF APPROVED: NA****Prepared by:**


Ashlee Coronado
City Clerk

Reviewed by:


Jestin Johnson
City Manager

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: April 19, 2016

☒ Regular ☐ Special**DATE ACTION SUBMITTED:** April 12, 2016**REGULAR** ☒ **CONSENT** ☐**TYPE OF ACTION:****RESOLUTION** ☒ **ORDINANCE** ☐ **FORMAL ACTION** ☐ **OTHER** ☐**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-16-01
SUPPORTING THE BISBEE BUS TRANSIT PROGRAM AND THE APPLICATION
FOR FUNDS TO OPERATE THE BISBEE TRANSIT/BUS SYSTEM AND
AUTHORIZING THE MAYOR TO SIGN ALL APPLICATIONS AND GRANT
CONTRACTS****FROM:** Jestin Johnson, City Manager**RECOMMENDATION:** Approve Resolution R-16-01**PROPOSED MOTION:** I move to approve Resolution R-16-01 Supporting the Bisbee Bus Transit Program and the Application for Funds to Operate the Bisbee Transit/Bus System and Authorizing the Mayor to Sign all Applications and Grant Contracts.

DISCUSSION:

Each year, the City must apply for funds from the Arizona Department of Transportation (ADOT) for its share of the federal funds used to operate the Bisbee Bus Transit program. This program provides transportation via a flex route system throughout Bisbee and Naco six days a week. In order to apply for these funds, the City Council must provide documentation of its support for the program annually and authorize the Mayor to sign the application.

FISCAL IMPACT:**DEPARTMENT LINE ITEM ACCOUNT:****BALANCE IN LINE ITEM IF APPROVED:**

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: Jestin Johnson
Jestin Johnson
City Manager

RESOLUTION R-16-01

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, SUPPORTING THE CONTINUED ADMINISTRATION AND OPERATION OF THE BISBEE BUS TRANSIT PROGRAM AND AN APPLICATION TO THE ARIZONA, DEPARTMENT OF TRANSPORTATION FOR SECTION 5311 RURAL PUBLIC TRANSPORTATION PROGRAM FUNDS TO PROVIDE PUBLIC TRANSPORTATION SERVICES VIA THE CITY OF BISBEE BUS.

WHEREAS, it is the mutual desire of the City of Bisbee and the State of Arizona to provide citizens in the region with all necessary means and opportunity to participate in public transportation; and

WHEREAS, the City of Bisbee supports the ongoing administration and operation of its Bisbee Bus Transportation program;

WHEREAS, the City of Bisbee has the requisite Title VI Civil Rights, ADA, DBE, Substance Abuse and Drug Free Workplace policies, and is committed to providing the necessary matching funds; and

WHEREAS, the City of Bisbee wishes to receive all sources of revenue available to support transit opportunities for citizens in the region;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Bisbee, Arizona support the continued operation of the Bisbee Bus Transportation program and authorize the Mayor to sign all applications and to accept on behalf of the City all awards and grants made to the City in connection with such applications.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee, Arizona, County of Cochise, State of Arizona, this 19th day of April, 2016.

Ronald Oertle, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

Britt Hanson, City Attorney

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: April 19, 2016☒ Regular ☐ Special**DATE ACTION SUBMITTED:** April 11, 2016**REGULAR** ☒ **CONSENT** ☐**TYPE OF ACTION:****RESOLUTION** ☒ **ORDINANCE** ☐ **FORMAL ACTION** ☐ **OTHER** ☐**SUBJECT:** DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-16-02
SUPPORTING THE CITY OF BISBEE'S FORMAL ADOPTION OF THE CITY OF
BISBEE'S TRANSPORTATION'S AMENDED TITLE VI PLAN.**FROM:** Jestin Johnson, City Manager**RECOMMENDATION:** Staff recommends approval**PROPOSED MOTION:** I move to approve Resolution R-16-02 in support of the City of Bisbee's
formal adoption of the City of Bisbee Transit's Amended Title VI Plan.

DISCUSSION: As a sub-recipient of funds from the Federal Transit Administration (FTA) through the Arizona Department of Transportation, the City of Bisbee Transit (Bisbee Bus) has established its Title VI Program Plan in accordance with (FTA C 4702.1B Appendix A-E) ADOT Civil Rights Office has recently created a Title VI template which they have required and as a condition of the receipt of funding all their subrecipients must use the template in order to apply for 5311 funding. ADOT distributes federal transportation funds to the City of Bisbee for the Bisbee Bus. The Limited English Proficiency Plan is required and also in place.

FISCAL IMPACT: 0**DEPARTMENT LINE ITEM ACCOUNT:** 96-30-50060**BALANCE IN LINE ITEM IF APPROVED:** n/a**Prepared by:** 
Jestin Johnson, City Manager**Reviewed by:** 
Ashlee Coronado, City Clerk

RESOLUTION R-16-02

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, FOR THE CONTINUED ADMINISTRATION AND OPERATION OF THE BISBEE BUS 5311 PUBLIC TRANSIT PROGRAM TO FORMALLY ADOPT THE TRANSIT PROGRAM'S AMENDED TITLE VI PROGRAM PLAN.

WHEREAS, it is the mutual desire of the City of Bisbee and the State of Arizona to provide citizens in the region with all necessary means and opportunity to participate in public transportation;

WHEREAS, the City of Bisbee supports the ongoing administration and operation of its Bisbee Bus Transportation program;

WHEREAS, the City of Bisbee has the requisite Civil Rights, ADA, Substance Abuse and Drug Free Workplace, and Disadvantaged Business Enterprise (DBE) transit policies, and is committed to these policies and to providing the necessary matching funds; and

WHEREAS, the City of Bisbee wishes to receive all sources of revenue available to support transit opportunities for citizens in the region;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Bisbee, Arizona for the continued operation of the Bisbee Bus Transportation formally adopts a City of Bisbee's Transit Amended Title VI Program Plan

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee, Arizona, County of Cochise, State of Arizona, this 18th day of April, 2016.

Ronald Oertle, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

Britt Hanson, City Attorney

**REQUEST FOR MAYOR & COUNCIL ACTION**Session of: April 19, 2016☒ Regular ☐ Special**DATE ACTION SUBMITTED:** April 11, 2016**REGULAR** ☒**CONSENT** ☐**TYPE OF ACTION:****RESOLUTION** ☐**ORDINANCE** ☐**FORMAL ACTION** ☒**OTHER** ☒**SUBJECT:** DISCUSSION AND POSSIBLE APPROVAL FOR THE CITY OF BISBEE ENTER INTO AND AGREEMENT WITH THE BISBEE MUSEUM FOR VISITOR CENTER ANNEX.**FROM:** JESTIN JOHNSON, CITY MANAGER/JEN LURIA, VISITOR CENTER MANAGER/ CARRIE GUSTAVSON, DIRECTOR**RECOMMENDATION:** Staff recommends the city of Bisbee executes MOU with Bisbee Mining Museum for purposes of cost sharing for staff and utilizing space for Visitor Center annex within the Mining Museum for one year.**PROPOSED MOTION:** I move that the City of Bisbee executes an MOU with the Bisbee Mining Museum to create a visitor center annex for a period of one year.

DISCUSSION: In December of 2015, City staff was approached about the possibility of creating a visitor center annex located within the Bisbee Mining Museum. In years past, the City budgeted one full-time Visitor Center Manager and one part-time visitor center employee to assist with the day-to-day operations of the Visitor Center. For a period of one year, this Memorandum of Understanding (MOU) calls for the City and the Bisbee Mining Museum to share 50% of the cost associated with hiring a part-time employee (28 hrs/week), as well as utilizing existing office space within the mining museum for visitors to gather information if they do not visit the current facility within the Queen Mine Tour.

FISCAL IMPACT: \$6,048

DEPARTMENT LINE ITEM ACCOUNT: 20-40-11050**BALANCE IN LINE ITEM IF APPROVED:** \$3,593**Prepared by:** 
Jestin Johnson, City Manager**Reviewed by:** 
Ashlee Coronado, City Clerk

**AGREEMENT BETWEEN
CITY OF BISBEE AND BISBEE COUNCIL ON ARTS & HUMANITIES, INC.
REGARDING A MUSEUM AND VISITOR CENTER POSITION**

This Agreement between the City of Bisbee, an Arizona municipal corporation ("COB") and the Bisbee Council on Arts & Humanities, Inc., an Arizona corporation ("BCAH") is entered into effective as of _____, 2016 (the "Effective Date").

Recitals

- A. The COB operates a Visitor Center in order to enhance services to tourists and other visitors and to direct them to businesses in the City.
- B. The BCAH operates the Bisbee Mining & Historical Museum (the "Museum").
- C. COB would like to have a visitor representative greet and assist tourists and other visitors in a convenient location in downtown Old Bisbee.
- D. The BCAH would like additional office assistance to enhance the operation of the Museum.
- E. Bisbee and the BCAH believe that it would be beneficial to retain one part-time employee, employed by the BCAH, to serve both as a visitor representative and office assistant, with funding by both Bisbee and the BCAH, with a job description as set forth in Exhibit A hereto (the "Position"), and based on the benefits and conditions described in Exhibit B hereto, a document entitled "Bisbee Partnerships in Tourism: The Bisbee Mining & Historical Museum and the Bisbee Visitor Center Information Annex."
- F. The Museum has space to house the position in the old Phelps Dodge Paymaster Office on the east side of the Museum, to be known as the Visitor Center Annex, as described in Exhibit B, if the space is appropriately remodeled.

In consideration of the mutual promises and covenants as set forth in this Agreement, Bisbee and BCAH agree as follows:

- 1. **Recitals.** The Recitals set forth above are incorporated into the terms of this Agreement.
- 2. **Effective Date.** The Effective Date of this Agreement is as of _____, 2016.

3. **Duration.** This Agreement shall be in effect through [insert date certain approximately one year from the effective date], 2017. Either party can terminate this Agreement, with or without cause, upon sixty (60) days written notice to the other. The parties may renew this Agreement for an additional term or terms; provided further that each party shall notify the other in writing whether it intends to renew the Agreement at least sixty (60) days before the termination date.

4. **BCAH's Obligations.**

- a. BCAH shall hire and supervise someone for the Position to work in the proposed Museum Office/Visitor Center Annex, working twenty-eight (28) hours per week at approximately \$9.00/hour; provided, however, that the interview and hiring committee shall consist of Bisbee's Visitor Center Manager along with the Museum Director. Furthermore, the Bisbee City Manager and Visitor Center Manager will have access during normal business hours in order to review the work on Bisbee's behalf and provide input to the employee on performing responsibilities for Bisbee. Dismissal for unsatisfactory performance will be by agreement of both the BCAH and the COB.
- b. BCAH will be responsible for paying all wages of the Position, which at fourteen (14) hours per week at approximately \$9.00/hour, along with all payroll deductions including Social Security, Medicare and workers' compensation, which are estimated to be %7.65 of wages; provided, however, that these obligations are subject to reimbursement by COB for half of the wages and deductions as set forth in paragraph 5(a) below. ~~\$9.00/hour~~. The Position is considered a part-time/hourly employee and is not eligible for benefits.
- c. BCAH will supply space in the proposed Visitor Center Annex and provide all requirements necessary for the Position, including computer and all utilities, except as described in paragraph 5(b) below.
- d. BCAH will perform all other requirements required by law of an employer with respect to the Position.
- e. BCAH shall appropriately remodel the Annex for the purposes of serving the Position.

5. **Bisbee's Obligations.**

- a. Bisbee will fund half of the wages of the Position, which will total approximately \$126 per week, plus one-half of the payroll deductions. Bisbee will pay the BCAH any amounts owed promptly upon receipt of a monthly invoice; provided, however, it is understood that the amount invoiced and owed by Bisbee shall be only one-half of actual wages paid by the BCAH. That is, should the employee serving in the position work less than 28 hours in any given week, Bisbee will be responsible for reimbursing only half of the hours actually worked.

- b. Bisbee will be responsible for moving or adding a phone line to serve the Visitor Center Annex and paying the monthly charge-
 - c. As part of the remodeling, Bisbee will supply labor for pulling up the old carpet and moving heavy furniture.
6. **Cooperation.** Bisbee and the BCAH shall each take all acts necessary or reasonably necessary to cooperate with the other to effect the terms and conditions of this Agreement. It is understood that this Position is new, and thus will require monthly, documented communication between the parties in order to ensure an efficient working relationship that serves both parties well.
7. **Scope of Relationship.** Nothing in this Agreement will be construed as establishing a partnership, joint venture or similar relationship between the Parties and nothing in this Agreement will be construed to authorize either party to act as agent for the other.
8. **Employees.** Each party's employees shall remain under the exclusive direction and control of their respective employer, and no employee of each party shall be considered employee or joint employee of the other party. Each party's employees shall not be entitled to employment benefits or any compensation from the other party.
9. **Notices.** Notices shall be delivered to the addresses as set forth below. Notices are deemed to be received 24 hours after they are transmitted via telefax or are deemed received immediately if provided by hand delivery or by email with acknowledgement of receipt.

To COB
Attn. City Manager
118 Arizona St.
Bisbee, Arizona 85603

To BCAH
Attn. Museum Director
P.O. Box 14
Bisbee, Arizona 85603

10. **Indemnification.** Each party to this Agreement agrees to indemnify, defend, and hold harmless the other, its officials, officers, employees and agents, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorney's fees or actions of any kind resulting from all personal injury, including bodily injury and death, and property damage liability to a limit of not less than \$1,000,000.00. The insurance limits set forth above shall not be deemed to limit the scope of indemnification set forth above.
11. **Compliance with Legal Authorities.**
- a. The Parties shall each be responsible for their respective compliance with all requirements of any federal, state, county or local ordinances, statutes, charters, codes, rules, regulations, or any other governmental requirements.

- b. The provisions of A.R.S. 41-1463 and Executive Orders 99-4 and 2009-09 issued by the Governor of the State of Arizona are incorporated by this reference as a part of this Agreement.
 - c. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
 - d. BCAH hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). Bisbee shall have the right at any time to inspect the books and records of the BCAH in order to verify such party's compliance with the State and Federal Immigration Laws. Any breach of the BCAH's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement, which may result in suspension or termination of this Agreement.
12. **Workers' Compensation Coverage.** An employee of either Party shall be deemed to be an "employee" of both public agencies, while performing pursuant to this Agreement, only for purposes of A.R.S. 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any workers' compensation benefits, which may accrue. Each Party shall comply with the employee notice provisions of A.R.S. 23-906(0) and 23-1022(E).
13. **Cancellation for Conflict of Interest.** This Agreement may be canceled for conflict of interest pursuant to A.R.S. 38-511.
14. **Binding Effect.** This Agreement shall be binding upon and enforceable by the Parties, their heirs, executors, administrators, personal representatives, successors, successors in interest, and assignees.
15. **Amendments.** This Agreement and all documents and instruments executed in furtherance hereof may be amended or supplemented only by an instrument in writing, signed by the Parties against whom enforcement thereof may be sought.
16. **Paragraph Headings.** Titles and headings of the paragraphs contained herein are solely for the purpose of convenience and are not intended in any way to affect, control or limit the meaning or application of any such paragraph.
17. **Interpretations.** Words and expressions used herein shall be applicable according to the context and without regard to the number or gender of such words or expressions.
18. **Entire Agreement.** The Parties acknowledge and agree that no representations, warranties, or covenants have been made to, or relied upon by them, or by any person

19. **Construction.** This Agreement has been negotiated by the Parties and no Party has acted under compulsion or duress, economic or otherwise. The Parties waive any rule of interpretation which would construe any provision of this Agreement against any Party who drafted this Agreement.
20. **Governing Law.** This Agreement and all documents and instruments executed in furtherance hereof, and the rights and obligations of the Parties hereunder, shall be construed and enforced in accordance with, and shall be governed by, the laws of the State of Arizona, statutory and decisional, in effect from time to time, without giving effect to principles of conflicts of law. All Parties consent to personal jurisdiction in Arizona, and venue for any action to enforce this Agreement shall be in Cochise County, Arizona.
21. **Attorney's Fees and Costs.** Should it become necessary to retain legal counsel to enforce any provisions of this Agreement, the Parties hereto agree that the prevailing Party shall be entitled to the award of reasonable attorney's fees and other costs.

CITY OF BISBEE

**BISBEE COUNCIL ON ARTS &
HUMANITIES, INC.**

By: _____
Ron Oertle, Mayor Date _____

By: _____ Date _____

ATTEST:

ATTEST:

Ashlee Coronado, City Clerk Date

Date _____

APPROVED AS TO FORM:

ATTORNEY FOR BISBEE

Britt Hanson Date

Exhibit A



PART TIME POSITION OFFICE ASSISTANT BISBEE MINING & HISTORICAL MUSEUM & VISITOR'S CENTER

Duties: Under close supervision, performs a variety of clerical work in support of the Bisbee Mining & Historical Museum & Visitor's Center operations, including greeting customers by telephone and in person, volunteer scheduling for both the Museum & Visitor Center, group tour scheduling; brochure cataloguing and inventory; maintaining Museum & Visitor Center databases; responding to email inquiries; prepare visitor/school/relocation/quantity packets; other mailings; and other duties as assigned.

Qualifications: High School diploma or GED and one (1) year general office and/or retail experience. Experience with computer database programing and social media required; previous customer service or retail experience preferred.

Special Requirements: Must possess and maintain a State of Arizona class D driver's license.

Starting Salary: \$8.77 to \$9.10 / hour DOE

The Bisbee Council on the Arts & Humanities is an Equal Opportunity Employer

Exhibit B

Bisbee Partnerships in Tourism:

The Bisbee Mining & Historical Museum and the Bisbee Visitor Center Information Annex

The Bisbee Mining & Historical Museum and the Bisbee Visitor Center are proposing an innovative partnership to enhance tourism in Bisbee – a Visitor Information Annex (*Annex*) housed in the Bisbee Museum Office. The 1914 Paymaster Office added to the east side of the Museum will serve as the Annex site, which will be paired with a Museum Assistant's office space; this site has its own exterior access door.

As tourism is one of Bisbee's primary economic drivers, this project offers a unique opportunity for the City, the Museum, and our tourism-related businesses to work together to enhance the visitor experience, laying the foundation for enhanced tourism revenues.

As seen below, there has been a sharp decline in the number of visitors using the Visitor Center in the Queen Mine Tour during the last four years; a decline roughly paralleling the decline in Underground Tour participants in the last three of those years. The proposed Annex will pick up those not crossing Highway 80, direct visitors to businesses of their interest, and encourage extended stays.

	2014	2013	2012	2011
Queen Mine Tour	38,498	41,885	43,295	41,642
Bisbee Visitor Center	50,314	54,786	59,067	63,659

The Visitor Center now located at the Queen Mine Tour will remain as the primary center for visitor information, particularly for its statewide coverage plus its continuation in offering information to those taking the Underground Tour. The Museum site will serve as an "Annex," centrally located in the Historic District, and will focus on providing information relevant to all of Bisbee's businesses, services, and events.

The Museum has budgeted for a part-time contract employee to serve as a Museum Office Assistant. The Visitor Center has budgeted for a part-time contract employee to serve as the Visitor Center Manager's assistant. The required skill set for both these positions is the same; thus the idea of sharing an employee! With a shared employee plus several volunteers, the Annex could be kept open seven days a week.

Scope of Work – Visitor Center

1. People skills in dealing with the public – working with visitors, volunteers, and Bisbee businesses;
2. Reception duties - answering phone & in person inquiries;
3. Volunteer scheduling – keep active schedule of volunteers for Visitor Center, Saturday through Monday, 10:00 – 4:00;

4. Clerical/Office skills – organizing & stocking Bisbee information section, prepare mailing & visitor relocation packets, keep updated list of local business hours, etc., collect event information for monthly press releases; and
5. Computer skills (separate City of Bisbee equipment) - Visitor Center = maintain listings, stats, data entry, and social media)

Scope of Work – Museum

1. People skills in dealing with the public – working with visitors and volunteers;
2. Reception duties - answering phone;
3. Volunteer scheduling – keep active schedule of volunteers for the Museum weekdays, 10:00 – 4:00 (the Museum currently has approximately 70 volunteers);
4. Clerical/Office skills – organizing & stocking Museum Store, keep updated list of volunteers and members, and prepare bulk mailings, etc.; and
5. Computer skills - maintain membership database and Museum Store inventory, and basic data entry.

Because of the overlapping skill set, sharing an employee would allow the Annex to be open every day (staffed by volunteers Sunday through Monday) and for the Museum volunteers to know and talk with their coordinator during their shifts. The requirements of each part-time position are focused on the 14-hour scope-of-work, giving the employee the flexibility to work both jobs within the combined timeframe. We are proposing a one-year trial period for this rather unique partnership.

An Agreement to define this partnership and would include:

1. Use of Museum space for one year at no charge (rent, utilities, and security);
2. The Annex will be open 10:00 – 4:00 daily;
3. Museum will hire an administrative assistant with a skill set focused on tourism;
4. The Visitor Center Manager and the Museum Director will serve as the interview committee for this position;
5. This administrative assistant will work the equivalent of 14 hours/week for the Annex and 14 hours/week for the Museum;
6. Assigned scope-of-work will be reviewed weekly by Visitor Center Manager & Museum Director;
7. The Visitor Center will be invoiced on a monthly basis to cover their share of the employee's duties; and
8. The Museum will comply with American with Disabilities Act, Title II Regulations by adding a bell just outside the exterior door and information brochures will be brought to those unable to do the steps (see attached ADA Title II Regulations excerpts for “reasonable accommodation” in historic buildings).

The combined Museum/Annex space will consolidate the “office” function to the front of the room parallel to the stairs (see attached schematic). The Museum has raised \$5,500 to upgrade the office space and we are working with Bisbee artists for art chairs to create a small meeting

area, bringing together our history through its historic setting with the creativity of Bisbee's contemporary artist scene! Informational rack card shelving will line two walls.

What's in it for the City? Enhanced tourism through accessible and quality services as well as a likely increase in Mine Tour attendance through better visibility.

What's in it for businesses? Better information availability and direction for restaurants, retail shops, and lodging.

What's in it for tourists? Enhanced visitor experience with accessible and quality service in learning what Bisbee has to offer.

What's in it for the Museum? We will be tracking an expected increase in museum visitation.

**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: April 19, 2016

☒ Regular ☐ SpecialDATE ACTION SUBMITTED: April 6, 2016REGULAR ☒CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☒ORDINANCE ☐FORMAL ACTION ☒OTHER ☐

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-16-03
ESTABLISHING A CONFIDENTIALITY POLICY REGARDING RECRUITMENT
OF CITY MANAGER**

FROM: Britt Hanson, City Attorney

RECOMMENDATION: Approve

PROPOSED MOTION: I Move to Approve Resolution Establishing a Confidentiality Policy
Regarding Recruitment Of City Manager

DISCUSSION:

Some potential applicants for City Manager may be reluctant to apply if their current employers are aware that they have applied, thereby reducing the potential applicant pool. Under Arizona law, applications for employment by a governmental entity can be kept confidential up to the point of the final "cut", if the entity adopts a confidentiality policy. This resolution will allow the City to keep applications confidential in accordance with Arizona law.

FISCAL IMPACT: N/A**DEPARTMENT LINE ITEM ACCOUNT:****BALANCE IN LINE ITEM IF APPROVED:**

Prepared by:

B
Britt Hanson, City Attorney

Reviewed by:

Ashlee Coronado
Ashlee Coronado, City Clerk

RESOLUTION R-16-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE ESTABLISHING A CONFIDENTIALITY POLICY REGARDING RECRUITMENT OF CITY MANAGER

Recitals:

1. Jestin Johnson has announced that he will be retiring as City Manager, and the City Council is seeking a new City Manager.
2. The Council wants to encourage as many qualified candidates to apply for this position as possible.
3. If applications, letters of interest, resumes and the like are open to public inspection, some potential qualified candidates, especially those who are currently employed, might choose not to apply for the position, thereby weakening the pool of candidates.
4. In accordance with *Arizona Bd. of Regents v. Phoenix Newspapers, Inc.* 167 Ariz. 254, 806 P.2d 348 (Sup. Ct. 1991), and after balancing the public's interest in knowing who the candidates are and their qualifications against the City's legitimate interest in preserving candidates' confidentiality, the Council resolves to adopt the following policy.

NOW, THEREFORE, BE IT RESOLVED by the Bisbee City Council that:

1. All applications, letters of interest, resumes, correspondence and other documents submitted to the City by persons interested in the position of City Manager, all correspondence or other documents from the City to such persons, and all critiques and notes evaluating such persons, shall not be open to public inspection except: when the Council has narrowed the pool of candidates to a final list, and has scheduled a Council meeting to discuss candidates with the possibility of making a hiring decision, then the resumes, curriculum vitae, letters of interest, applications and similar documents submitted by applicants in that final list, shall be available for public inspection.
2. When advertising for the position, and in corresponding with any potential candidate, the City Clerk and other City personnel involved in recruitment for City Manager should mention this confidentiality policy when appropriate.

PASSED AND ADOPTED this _____ day of April, 2016.

Ronald Oertle, Mayor

ATTEST:

APPROVED AS TO FORM:

Ashlee Coronado,
City Clerk

Britt W. Hanson,
City Attorney



AGENDA ITEM NUMBER 14

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: April 19, 2016

☒ Regular ☐ Special

DATE ACTION SUBMITTED: April 13, 2016

REGULAR ☒

CONSENT ☐

TYPE OF ACTION:

RESOLUTION ☐

ORDINANCE ☐

FORMAL ACTION ☒

OTHER ☐

SUBJECT: DISCUSSION AND POSSIBLE APPOINTMENT BY MAYOR AND COUNCIL OF
AN INTERIM CITY MANAGER

FROM: Ronald Oertle, Mayor

RECOMMENDATION: At Council's Discretion

PROPOSED MOTION: Pursuant to A.R.S. § 38-431.03(a)(1), I move to enter into Executive Session to discuss the possible appointment of an Interim City Manager Per ARS § 38-431.03(a)(1).

DISCUSSION:


Pursuant to ARS § 38-431.03(a)(1), the Council may move into executive session to discuss or consider employment of a public officer, appointee or employee of any public body.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:


Ashlee Coronado
City Clerk

Reviewed by:


Britt Hanson
City Attorney